



May 19, 2020

**VIA U.S. MAIL**

Indiana Department of Workforce Development  
Dislocated Worker Unit  
10 North Senate Avenue, SE311  
Indianapolis, IN 46204  
Attn: Ashley Gatlin, Program Director of Rapid Response

and

Thomas Broderick, Jr., Mayor of Anderson  
120 E. Eighth St.  
Anderson, IN 46016

Re: Notice pursuant to federal Worker Adjustment and Retraining Notification Act

Dear Sir or Madam:

Due to recent unforeseeable business circumstances, including the market and financial impact of the spread of COVID-19 (“coronavirus”), Jim’s Formal Wear, LLC (“the Company”) made the decision to temporarily close the Company service center located at 3028 State Highway 32 East, Anderson, IN 46017, beginning on March 20, 2020. Pursuant to the federal Worker Adjustment and Retraining Notification Act, 29 U.S.C. § 2101, et seq. (“federal WARN Act”), this notice also confirms that the Company temporarily laid off all employees working at this service center beginning on March 20, 2020, with the exception of the Regional Manager and certain Customer Service Agents—who continued working to maintain minimum operations and respond to customer inquiries and requests. This may constitute a mass layoff or plant closing as those terms are defined by the federal WARN Act. We originally sent notice of these layoffs to you on March 31, 2020. Per the original notice, we anticipated restoring all employees laid off from this service center to their regular positions on May 4, 2020. Unfortunately, it became necessary to continue these layoffs beyond the projected May 4, 2020 return date due to the Company’s current financial condition. We still anticipate that these layoffs will be temporary. However, we will need to start bringing people back slowly, beginning on or around May 18, 2020. We will continue to restore employees to their regular positions on an incremental basis for the next few months. If these plans change, we will send an updated notice.

The total number of employees impacted by the temporary closure of the above-referenced service center is 44, some of whom are part-time employees. The job titles of the affected positions at this

service center and the number of employees in each job classification are identified on **Exhibit A**, which is attached to and made a part of this notice.


Bumping rights do not exist. There is no union representing any of the affected employees.

This notice is based upon the best information available to Jim's Formal Wear, LLC at this time. The company's federal ID number is 461233026.

We will provide you with an updated notice if it becomes necessary to adjust these plans based on the ever-changing circumstances.

If you have any questions or need any additional information, please contact me at 618-224-2935.

Sincerely,



Shannon Wilson  
Chief Financial Officer  
Jim's Formal Wear, LLC

**EXHIBIT A**

<b>Job Title</b>	<b>Number of Affected Employees in Job Title</b>
Account Manager	2
Customer Service Representative	2
Driver	12
Laundry Team Member	5
Production Coordinator	2
Production Manager	1
Production Team Member	20