



April 10, 2020

Via US MAIL and E-Mail
Indiana Department of Workforce Development
Dislocated Worker Unit, SE311
10 N Senate Ave, SE311
Indianapolis, IN 46204-2277

Email: warn-notice@dwd.in.gov

Re: Announcement of Planned Action

To Whom It May Concern:

As a result of the unforeseeable, dramatic downturn in business by the coronavirus natural disaster, we are writing to inform you that there will be a mass layoff at the Wildman Business Group, 800 South Buffalo Street, Warsaw, IN on April 6, 2020 – April 13, 2020. This mass layoff is expected to be temporary. The date of the first separation was April 6, 2020.

At this time and based on the information currently available, we anticipate the closure/layoffs will be temporary.

We apologize that we were unable to provide more advance notice of the action. We are providing this notice as soon as possible in light of the rapidly developing events surrounding COVID-19, which is now recognized as a global pandemic, natural disaster, and physical calamity. There are numerous government and health directives impacting our business. The speed and vast impact of COVID-19 has been unprecedented. After reviewing our staffing and business needs, we are providing this notice at the earliest possible time.

There will not be any bumping rights for affected employees that is, employees will not be able to displace more junior employees out of their job positions as a result of this closure.

We truly regret that these actions are necessary. We appreciate the loyalty of our employees. You may contact Audrey Russell, Director of Human Resources at 574-306-4646, if you have additional questions or want additional information.

Sincerely,

A handwritten signature in blue ink that reads "Audrey Russell".

Audrey Russell
Director of Human Resources

Enclosure

Wildman Business Group
800 South Buffalo Street
Warsaw, IN 46580

Job Title	Number of Employees	Layoff Date
Administrative	4	April 6 & 13, 2020
IT Support	1	April 13, 2020
Manager	2	April 6, 2020
Production	14	April 6 & 13, 2020
Service	10	April 6, 2020
Inside Sales	5	April 6, 2020
Sales	11	April 13, 2020
Warehouse	1	April 6, 2020