



VIA U.S. MAIL

May 13, 2020

Bill McEntaffer
South Dakota Dept. of Labor and Regulation
700 Governors Dr
Pierre, SD 57501-2291

Mayor Paul TenHaken
City of Sioux Falls
224 W. Ninth St.
Sioux Falls, SD 57104

Re: WARN Act Notice

This Notice is being provided to you pursuant to the Worker Adjustment and Retraining Notification Act ("WARN"). WARN requires employers to give advance written notice of a furlough to affected employees. Such advanced written notice has been reduced due to the unforeseen business circumstances of the Coronavirus pandemic, an unprecedented historical event that has resulted in a national state of emergency. However, to ensure that you and all employees receive as much advance notice as possible, we are providing this notice to you and to each impacted employee.

Beginning March 12, 2020, the Sioux Falls Sheraton, located at 1211 West Avenue North, Sioux Falls, SD 57104, will furlough 140 employees.

At this time, it is our hope that the furloughs will only be temporary. However, due to the unprecedented nature of the pandemic, we cannot guarantee that they will not be permanent and cannot guarantee a timeline for recall, if employees will be recalled at all. Bumping rights shall not exist for affected employees except as provided by any applicable collective bargaining agreement.

Attached is a listing of the job titles of employees who will be affected.

If you have any questions regarding this notice, please see my contact information below:

LaToya Williams
Corporate Director Human Resources
latoya.williams@atriumhospitality.com
678-335-6956 Ext. 1509

Sincerely,

A handwritten signature in black ink, appearing to read "LaToya K. Atwell-Williams".

LaToya K. Atwell-Williams, M.S.
Corporate Director Human Resources | Atrium Hospitality
Enclosure



Sioux Falls Sheraton

Accounting Clerk
Administrative Assistant, Sales
Assistant Executive Housekeeper I
Assistant General Manager II
Banquet Bartender
Banquet Captain
Banquet Captain
Bell Person
Bell Person
Bell Person
Chief Engineer II
Concierge
Concierge
Director, Accounting Services I
Director, Human Resources I
Director, Sales & Marketing II
Engineering Supervisor
Event Sales Manager
Executive Chef II
Executive Housekeeper II
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
General Manager II
Group Rooms Coordinator
Guest Services Supervisor
Housekeeping Inspector
Housekeeping Inspector
Housekeeping Inspector
Kitchen Steward
Kitchen Steward
Kitchen Steward
Laundry Attendant
Laundry Attendant
Laundry Attendant
Laundry Attendant
Line Cook
Line Cook
Line Cook
Line Cook
Line Cook
Line Cook
Lounge Bartender
Lounge Bartender
Lounge Bartender
Lounge Bartender

