

March 17, 2020

Breeyn Handberg  
Rapid Response Program Manager  
Office of Workforce Development  
4020 E Fifth Ave N)  
Columbus, OH 43219

Re: WARN Notice

Dear Ms. Handberg,

This letter is to notify you, pursuant to the federal Worker Adjustment and Retraining Notification Act ("WARN"), that Totally Promotional will experience a reduction in its workforce, and a number of employees of Totally Promotional will experience layoffs, as a result of a significant downturn in business due to the unforeseeable nature of the Coronavirus pandemic. The locations affected are 450 S Second St Coldwater, OH 45828 and 110 Pearl St. Area B51 Coldwater, OH 45828.

The Company plans to initiate a series of temporary, voluntary, and permanent layoffs of 75 to 150 employees in addition to traditional terminations; where required.

The expected time period for the first separation of employees is March 17, 2020 through June 15, 2020.

The Company is assessing this situation on a day to day basis, as this situation is very fluid due to the nature of the Coronavirus.

Totally Promotional does not recognize strict seniority rights, but may take seniority into consideration as a factor in determining which employees to lay off and the timing of each employee's layoff. Seniority also will be considered as a factor in recalling employees. However, seniority will be just one factor in these decisions, and other factors, such as business necessity, expertise, and past performance, also will be taken into account in making these decisions.

A list of the job titles of positions to be affected, and the number of affected employees in each job title is attached.

Should you have any questions, or if you would like further information, please feel free to contact Brad Stultz in Human Resources by telephone at 567-890-6035 or by email at [brad@totallypromotional.com](mailto:brad@totallypromotional.com).

Sincerely,

*Wm. Bradley Stultz*

Brad Stultz  
HR Director



**Estimated Number of Layoffs by Category**

Job Title	Number Affected
Marketing Staff	20
Sales Staff	30
Production Staff	100