



664 N. High St.  
P.O. Box 346  
La Rue, OH 43332  
(740) 499-2260 voice  
(740) 499-2631 fax

June 26, 2020

Ohio Department of Job & Family Services  
Office of Workforce Development  
Rapid Response Unit  
Worker Adjustment Retraining Notification (WARN) Act  
P.O. Box 1618  
Columbus, OH 43216-1618

Sent via email to: [rapdresp@jfs.ohio.gov](mailto:rapdresp@jfs.ohio.gov)

To Whom It May Concern:

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification (WARN) Act of 1988, which requires employers to give official notice to certain government units or officials of a pending mass layoff or closing.

This is to advise you that J-Lenco, Inc., located at 664 North High Street, La Rue, OH 43332 will reduce it's workforce on or about July 5, 2020, resulting in a temporary job loss for 7 employees. None of the affected individuals have bumping rights. The reason for this is business slowdown related to COVID-19 business losses.

Affected positions and number of employees in those positions are:

Maintenance	1
Quality Control	1
Material Mixer	1
Assembly	1
Machine Operator	2
Clerical	1

If you need further information, please contact John Howard, HR Manager, at (740) 499-2260, ext. 3#.

Best Regards,

John Howard  
HR Manager  
J-Lenco, Inc.