



**EMBASSY
SUITES
by Hilton™**

West Palm Beach Central

June 10, 2020

Via Email

(steven.gustafson@deo.myflorida.com) and

Certified Mail

Steven K. Gustafson, State Trade and Rapid
Response Coordinator
Department of Economic Opportunity
Caldwell Building, MSC G-229
107 E Madison Street
Tallahassee, FL 32399

CC:

Via Certified Mail

The Honourable Keith James
Mayor, City of West Palm Beach
401 Clematis Street
West Palm Beach, FL 33401

Re Announcement of Planned Action

Dear Mr. Gustafson:

As a result of the unforeseeable, dramatic downturn in business and occupancy caused by the coronavirus natural disaster, we are writing to inform you that there will be an additional mass layoff at the Embassy Suites West Palm Beach located at 1601 Belvedere Road in West Palm Beach, Florida on June 30, 2020. This mass layoff is expected to be temporary. The expected date of the first separation was June 30, 2020.

All affected employees have been notified of their separation dates and that their separation from employment will be Temporary. Those employees are expected to be separated

from employment beginning on June 30, 2020, with all separations accomplished by June 30, 2020.

The attached is a list of the job positions and number of individuals who will be affected by the mass layoff along with the anticipated schedule for job losses.

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.

If you have any questions or want additional information concerning this matter, please contact Tim Eakin, General Manager, at (561) 689-6400.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Eakin", written over a horizontal line.

Tim Eakin
General Manager
Embassy Suites West Palm Beach

Attachment

Job Title	No. of Employees in Job Title	Date of Separation
Accounting Manager	0	
Banquet Manager	1	6/30/20
Banquet Server	1	6/30/20
Banquet Set-Up	1	6/30/20
Banquet Supervisor	1	6/30/20
Bartender	1	6/30/20
Catering Sales Senior Manager	1	6/30/20
Complimentary Food Attendant	1	6/30/20
Complimentary Food Cook	2	6/30/20
Cook I	3	6/30/20
Director of Engineering	1	6/30/20
Director of Sales	0	
Driver	3	6/30/20
Engineer II (mid)	1	6/30/20
Engineer Supervisor	1	6/30/20
Engineer/Maintenance I (entry)	1	6/30/20
Executive Chef	0	
Executive Housekeeper	1	6/30/20
Front Desk Agent	1	6/30/20
Front Desk Supervisor	1	6/30/20
General Manager	0	
Housekeeping Status/Turndown	2	6/30/20
Houseperson	1	6/30/20
Human Resources Manager	1	6/30/20
Laundry Attendant	4	6/30/20
Night Auditor	0	
Restaurant Manager	1	6/30/20
Restaurant Supervisor	1	6/30/20
Room Attendant / Housekeeper	5	6/30/20
Rooms Manager	0	
Sales Manager	1	6/30/20
Sales Senior Manager	1	6/30/20
Sous Chef	1	6/30/20
Grand Count	40	