



VIA U.S. MAIL

May 13, 2020

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

Mayor Jane Castor
City of Tampa
306 East Jackson Street
Tampa, FL 33602

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 Tampa Embassy Suites, located at 3705 Spectrum Blvd, Tampa, FL 33612, will furlough 124 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 blue ink that reads "LaToya K. Atwell-Williams".

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

Tampa Embassy Suites

Accounting Clerk
Assistant Banquet Manager I
Assistant Executive Housekeeper I
Banquet Bartender
Banquet Bartender
Banquet Bartender
Banquet Captain
Banquet Captain
Banquet Manager II
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Chief Engineer II
Complimentary Beverage Bartender
Complimentary Cook
Complimentary Cook
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary Food & Beverage Attendant
Complimentary Supervisor
Director, Accounting Services I
Director, Human Resources I
Director, Sales & Marketing II
Engineering Supervisor
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Event Sales Manager
Event Sales Manager
Event Sales Manager
Event Service Manager I
Executive Chef II
Executive Housekeeper II



Room Attendant
Room Attendant
Room Attendant
Room Service Server
Sales Manager
Sales Manager
Security Guard
Security Guard
Security Guard
Security Guard
Security Guard
Security Guard
Security Guard
Security Guard
Security Guard
Sous Chef
Van Driver
Van Driver
Van Driver
Van Driver
Van Driver
Van Driver
Van Driver