



**DWD
Dislocated Worker Unit
P.O. Box 7972
Madison, WI 53707**

September 25, 2017

To Whom It May Concern:

Mad Design and Marketing will be laying you off two employees for an indeterminant period of time.

**The site of employment is:
Mad Design and Marketing
6402 Odana Road
Madison, WI 53719**

There are two employees that will be affected:

**[REDACTED] Creative Director
[REDACTED] Director of Marketing and Business Development**

The expected date of layoff for [REDACTED] is November 1, 2017.

The expected date of layoff for [REDACTED] is December 1, 2017.

The expected duration of the layoff is undetermined.

Please contact owner and business manager, Linda Crane at 408-828-5472 for information.

Sincerely,

A handwritten signature in blue ink that reads 'Linda Crane'.

**Linda Crane
Owner and Business Manager
Mad Design and Marketing**