



DWD

Dislocated Worker Unit

P.O. Box 7972

Madison, WI 53707

October 1, 2017

## **AMENDED LETTER**

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 October 1, 2017.

The expected date of layoff for [REDACTED] is November 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