



July 3, 2019

**VIA HAND DELIVERY AND FACSIMILE 608-267-0330**

Department of Workforce Development  
Dislocated Worker Unit  
201 E. Washington Ave. Room E100  
Madison, Wisconsin 53703

Re: Layoffs at Arvato Digital Services LLC

To Whom it May Concern:

I am writing to inform you that Arvato Digital Services LLC will separate forty (40) employees and fifty-five (55) temporary staff, including new and part time temporary staff, who work at Arvato's 11500 80th Ave, Pleasant Prairie, Wisconsin location due to the loss of a customer. These separations are expected to be permanent.

All separations for employees who have rights under the federal WARN Act and the Wisconsin Business Closing and Mass Layoff Law are expected to occur on September 1, 2019, with the exception of a single employee whose expected lay off date is December 31, 2019. Employees in the following job classifications will be affected:

<u>POSITION</u>	<u>NUMBER OF AFFECTED EMPLOYEES</u>
Quality Inspector	1
Material Handler I	13
Planner	1
Service Deliver Representative	1
Clerk	1
Team Lead	14
Supervisor	1
Maintenance Technician	1
NPI Coordinator	1
Senior Account Manager	1
Driver	3
Trainer	1
Production Operator	1

# arvato

## BERTELSMANN

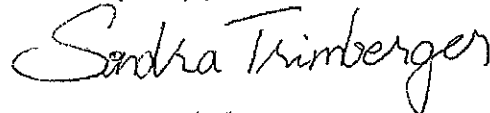
Please note that in addition to the above Affected Employees, Arvato Digital Services LLC is also eliminating 55 positions held by temporary staff who have been placed at Arvato:

<u>POSITION</u>	<u>TEMPORARY STAFF LAID OFF</u>
Final Inspector	3
Material Handler	35
Clerk	3
Team Lead	5
Machine Operator	4
DUW	5

There are no bumping rights at this location for affected employees. The affected employees at this facility are not represented by any union.

You may contact me, Sondra Trimberger, at 262-947-7108 with any questions.

Very truly yours,



Sondra Trimberger  
Senior HR Manager  
Arvato Digital Services LLC