



A Division of Eastek Holdings

*N90 W14739 Commerce Drive
Menomonee Falls, Wisconsin 53051
Office: 262.255.7370
Fax: 262.255.7776
Eastekinternational.com*

January 27, 2020

RECEIVED
JAN 28 2020

BY:

Via Overnight Courier

Adult & Dislocated Worker Programs
Wisconsin Department of Workforce Development
201 East Washington Avenue
Madison, WI 53707

**Re: Eastek Automated Circuit Technologies LLC
N90 W14739 Commerce Drive, Menomonee Falls, WI 53051**

Notice of Reduction in Force

To Whom it May Concern:

I am writing on behalf of Eastek Automated Circuit Technologies LLC ("EACT"), located at N90 W14739 Commerce Drive, Menomonee Falls, WI 53051 (the "Facility") to give notice that EACT expects to make some operational changes that will result in reduced workflow at the Facility. As a consequence, EACT will be substantially reducing its workforce at the Facility. The company anticipates that layoffs may start as early as March 31, 2020 and conclude by April 10, 2020, and will result in permanent layoff of 36 employees.

Such employees have been notified of these anticipated layoffs and that such layoffs will be permanent. The employees have also been provided with contact information for the Waukesha County representative of the Workforce Development Board.

The attached is a list of the job positions and number of individuals within each of the positions who will be affected by the closures.

EACT has no union employees. There will not be any bumping rights for the affected employees, that is, employees will not be able to displace more junior employees out of their job positions as a result of these closures.

For additional information, please contact Claudia Pflughoeft, HR Manager, by e-mail correspondence at claudia.pflughoeft@eastekinternational.com or by telephone at 262-255-7370 ext. 210, or Kevin Grob, Site Leader, by e-mail correspondence at kevin.grob@eastekinternational.com or by telephone at 262-255-7370 Ext. 201.

Sincerely,



Kevin Grob, EACT Site Leader

Enclosure

cc: Mark Fitzgerald
Village Manager
Village of Menomonee Falls
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051-3140



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January 27, 2020

[EMPLOYEE]

[ADDRESS]

**Re: Eastek Automated Circuit Technologies LLC ("EACT")
N90 W14739 Commerce Drive, Menomonee Falls, WI 53051**

**WARN Act Notice
Reduction in Force and Related Employment Loss**

Dear [Employee]:

This letter is being issued in accordance with the Wisconsin Business Closing and Mass Layoff Law (the "*Wisconsin WARN Act*") and, to the extent it may apply, the federal Worker Adjustment and Retraining Notification Act ("*WARN Act*") in connection with the EACT facility located in Menomonee Falls, Wisconsin (the "*Facility*").

Due to on-going economic challenges facing EACT, the company has determined that it must make some operational changes that will result in reduced workflow at the Facility. One consequence of the reduced workflow is that EACT will be reducing its workforce at the Facility. The company anticipates that layoffs may start as early as **March 31, 2020**. Unfortunately, these layoffs are anticipated to be permanent.

As a result, your employment with EACT is anticipated to end on or about, and no earlier than, March 31, 2020.

As you know, EACT has no union employees or collective bargaining representative. No employee has bumping rights.

In accordance with state law, we have notified the Wisconsin Department of Workforce Development ("*WDWD*") of the proposed layoffs at EACT. For local assistance with employment and job training questions, services, and resources, you may contact the Waukesha County representative of WDWD at:

Waukesha-Ozaukee-Washington Workforce Development Board
892 Main Street, Suite A
Pewaukee, WI 53072
Phone (262) 695-7800
www.waukeshacounty.gov/workforcedevelopmentboard.

EACT may provide one or more updates to this notice as circumstances warrant.

For additional information, please contact Claudia Pflughoeft, HR Manager, by e-mail correspondence at claudia.pflughoeft@eastekinternational.com or by telephone at 262-255-7370 ext. 210 or Kevin Grob, Site Leader, by e-mail correspondence at kevin.grob@eastekinternational.com or by telephone at 262-255-7370 Ext. 201.

Kevin Grob, EACT Site Leader

cc: Adult & Dislocated Worker Programs
Wisconsin Department of Workforce Development
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Mark Fitzgerald
Village Manager
Village of Menomonee Falls
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051-3140

Eastek Automated Circuit Technologies, LLC

Job Title	# of People
SMT Machine Operator	4
Assembler I	7
Assembler II	9
Stockroom Associate, 1st Shift	1
Stockroom Associate, 2nd Shift	2
Quality Inspector	2
Stockroom Supervisor	1
Production Manager	1
HR Manager	1
Test Technician I	1
Process Technician	1
Receiving Inspector	1
Machine Operator/Safety	1
Production Administrator	1
Shipping Specialist	1
Accounting Specialist	1
Office Helper	1
	36

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