



LETTER TO STATE AND CITY OF MADISON

March 20, 2020

VIA FIRST-CLASS MAIL & FACSIMILE

State of Wisconsin  
Department of Workforce Development  
Dislocated Worker Unit  
Post Office Box 7972  
Madison, WI 53707

The Honorable Satya Rhodes-Conway  
Mayor's Office  
City of Madison  
210 Martin Luther King Jr. Boulevard #403  
Madison, WI 53703

RE: Park Hotel, Inc./Federal & State WARN Act Notice of Business Closure and Mass Layoff

Ladies and Gentlemen:

I regret to inform you that Park Hotel, Inc. is temporarily closing its business and laying off all or most of its staff at its hotel facility at 22 South Carroll Street in Madison, Wisconsin, in response to unforeseen federal, state, and local emergency orders relating to the global pandemic involving the SARS-CoV-2 virus and illness it causes known as Coronavirus Disease 2019 (COVID-19). This job action will be implemented effective March 22, 2020, and will affect 120 employees. The duration of the job action is presently unknown but we anticipate it may last until there is a lift on applicable emergency orders and public demand for hotel and other hospitality services.

Enclosed is a confidential list of affected positions and numbers. The employees are non-union and do not have any bumping rights. If circumstances necessitate a later layoff or termination date, we will notify you in writing. The Company will ensure that employees are timely paid all wages earned through the date of the layoff.



22 S Carroll Street, Madison, WI 53703

P: (608) 285-8000

[parkhotelmadison.com](http://parkhotelmadison.com)

Welcome to the Premier Life®

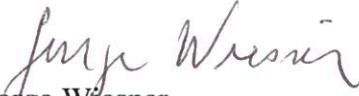
Each Best Western® branded hotel is independently owned and operated.

Park Hotel is simultaneously advising employees that the Wisconsin Department of Workforce Development (“DWD”) and its Workforce Development Board (“WDB”) work together in an effort to assist employees affected by business closings and layoffs. I would be most appreciative if you would contact me at (608) 285-8000 if there is anything Park Hotel can do to assist DWD, WDB, and/or the City of Madison to share information to our employees concerning any federal, state, or local government benefits or resources that may be available to them under the circumstances.

Please also contact me if you have any questions or require any additional information related to the above. Thank you.

Sincerely,

PARK HOTEL, INC.

  
George Wiesner  
General Manager

Enclosure: List of Affected Employees

**PARK HOTEL, INC.**  
**March 20, 2020**

**AFFECTED POSITIONS**

<b>Job Title</b>	<b>Number of Affected Employees</b>
Total	120