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April 21, 2020

**Via Certified Mail**

BY: .....

Department of Workforce Development  
Dislocated Workers' Unit  
201 E Washington Ave  
P.O. Box 7972  
Madison, WI 53707

RE: Notice of planned action

Dear Department of Workforce Development:

We are contacting you to provide notice that Hutchinson Technology Incorporated ("HTI") will be reducing its workforce at its facility located at 2435 Alpine Road, Eau Claire, WI. We are providing you notice in accordance with the requirements of the federal Worker Adjustment and Retraining Notification Act and the Wisconsin Business Closing and Mass Layoff Law.

At this time, we anticipate that the workforce reduction will result in the permanent layoff of 110 employees working at the Eau Claire, WI, location. The affected employees have also been provided with notice.

The company estimates the layoffs to begin on or about May 28, 2020 and to be complete by June 11, 2020. No bumping rights exist, and the affected employees are not represented by a union. The action planned is permanent. The announcement and the above timetable are based upon the best information currently available. However, various factors may still affect these plans and the timing of employee separations. You will be informed of any changes or as additional information becomes available.

Whether or not this action triggers the requirements of the Worker Adjustment and Retraining Notification Act or Wisconsin's Business Closing and Mass Layoff Law, we thought it appropriate to give you this notice. We are taking these employment actions because of COVID-19-related business circumstances that were not reasonably foreseeable. We would like to have given more notice of this action, but were unable to do so because of how quickly our operations were affected by the COVID-19 pandemic, the World Health Organization's pandemic declaration on March 11th, the President's declaration of a national emergency on March 13th, and other related governmental announcements and actions.

The information contained in this letter is based on the best information available to HTI at this time. As permitted by 20 C.F.R. § 639.7(f), HTI maintains other information required by 20 C.F.R. § 639.7(e) on site and readily accessible. For further information or to review the material required by 20 C.F.R. §639.7(e), please contact Sara St. John, Human Resources Director, at [Sara.StJohn@hti.hutch.com](mailto:Sara.StJohn@hti.hutch.com) or 715-838-7742.

Sincerely,

Sara St. John, Human Resource Director  
Hutchinson Technology

CC:  
Dale Peters, City Manager  
Eau Claire City Hall  
203 South Farwell Street  
Eau Claire, WI 54701