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MAR 31 2021

SECRETARY'S OFFICE

ALYSON D. DIECKMAN  
Associate  
(206) 903-2419  
dieckman.alyson@dorsey.com

March 23, 2021

**VIA CERTIFIED MAIL-RETURN RECEIPT  
REQUESTED**

Department of Workforce Development, Dislocated Worker Unit  
201 E. Washington Ave  
P.O. Box 7946  
Madison, WI 53707

Mayor Katie Rosenberg  
City of Wausau  
407 Grant Street  
Wausau WI 54403

Council President Becky McElhaney  
City of Wausau  
407 Grant Street  
Wausau WI 54403

Re: Deluxe Corporation

To Whom It May Concern:

Enclosed, please find a copy of Deluxe Corporation's Notice of Plant Closure regarding its facility located at 400 Westwood Drive, Suite 100, Wausau, Wisconsin 54401, as required by Wis. Stat. § 106.15 and Wis. Stat. § 109.07(1m)(a).

Please do not hesitate to contact us with any questions. Thank you.

Sincerely,

DORSEY & WHITNEY LLP

Alyson D. Dieckman  
Associate

[DATE DELIVERED TO EMPLOYEE]

**To:** [Employee Name]

**Re:** Notice of Plant Closing

Dear [FULL NAME OF EMPLOYEE]:

Deluxe Corporation is experiencing a reduction in its workforce as a result of a corporate-wide reorganization and reduction in its real estate footprint. As part of this process, Deluxe will be permanently closing the facility located at 400 Westwood Drive, Suite 100, Wausau, Wisconsin 54401.

This notice, which is issued in compliance with the Worker Adjustment and Retraining Notification (WARN) Act, 29 U.S.C. § 2101 *et seq.* (1988) and Wis. Stat. § 109.07, is to inform you that your employment is expected to end on June 30, 2021, but your last day may be a week before or after that date. The purpose of this notice is to provide you with answers to some questions that you may have regarding your layoff so that you can prepare to locate other employment. The information provided below represents the best information available to Deluxe at the time this notice is issued.

1. Is my layoff going to be permanent?

Your layoff is permanent and no Deluxe employee who is being laid off should count on being recalled to employment with the Company.

2. When will the layoffs begin and when am I likely to be laid off?

The expected date of the first employee lay off is June 30, 2021. Deluxe expects the facility to be fully closed by September 30, 2021. Your employment is expected to end on [Termination Date], but your last day may be a week before or after that date, depending upon business need to maintain workers as the full impact of the business closure and reorganization becomes known.

3. What positions will be affected, and how many employees in each job classification will be laid off?

The position titles and number of employees with each title that will be affected are provided in **Exhibit A**, attached to this notice.

4. Do I have any right to “bump” other employees from their jobs based on my seniority with the company?

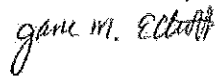
Bumping rights do not exist with respect to the elimination of the represented positions. There are no unions at our site.

5. Who can I contact for further information?

If you have further questions or need additional information, you may contact Art Howard, Director – Employee Relations, at (651) 490-8189.

On behalf of the Company, and personally, I wish you well in your future endeavors.

Sincerely,

A handwritten signature in cursive script that reads "Jane M. Elliott".

Jane Elliott  
Chief Human Resources Officer  
Deluxe Corporation

**EXHIBIT A**

<b>TITLE</b>	<b>NUMBER OF POSITIONS AFFECTED</b>
Building Engineer	1
Lead Operations	5
Operations Supervisor	4
Processing Specialist III – Data Entry	13
Processing Specialist IV	15
Quality Analyst	5

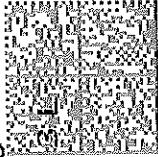


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