



VIA REGISTERED MAIL, RETURN RECEIPT REQUESTED

September 29, 2023

The Wisconsin Department of Workforce Development
Dislocated Worker Unit
P.O. Box 7972
Madison, WI 53707

Mayor Dave Ament
3805 S. Casper Dr.
New Berlin, WI 53151

RE: Notice of Business Closing

Dear Members of the Dislocated Worker Unit and Mayor Ament:

Due to changing business circumstances, Process Retail Group, Inc. (“PRG” or “Company”) will be selling its business located at 5800 S. Moorland Rd. #7943, New Berlin, WI 53151 (the “Facility”). The sale of the PRG business will result in the permanent elimination of 59 full time positions and 7 part-time/occasional positions who work at or report to the Facility and a permanent closure of the Facility.

Three employees at the Facility whose positions were to be permanently eliminated were previously offered and have accepted employment with a buyer of one of PRG’s divisions who hired all the employees in that division and, as such, their last day of employment is September 28, 2023. It is anticipated that the remaining employees will be permanently eliminated effective November 30, 2023 or within two weeks of that date when the final sale of the divisions of the business is complete. Some of these employees may be offered employment with additional buyers of the Company’s other divisions. This notice is being provided pursuant Wisconsin Statute § 109.07. This notice may be supplemented as conditions change.

The permanent layoffs will occur on the dates noted above and final closure of the business will occur on the date of the final sale of the Company’s assets, currently scheduled for November 30, 2023, or within 2 weeks following that date. A list of the job titles of the positions of the employees to be affected and the number of affected employees in each job classification that will be terminated are on file with the undersigned should you need a copy. Should the sale of the business be delayed affecting the closure date, we will inform our employees of that fact and provide them with updated layoff/closure date information.

Where less than 60 days’ notice is being provided, PRG will provide all affected employees with all legally required pay and benefits at a prorated rate from the date of this notice to account for a 60-day notice required under Wisconsin law.

There is no collective bargaining unit and there are no bumping rights.

Should you have any other questions, please do not hesitate to contact me at 414-915-6633 or by email at browen@smithrowen.com.

Thank you.

Sincerely,



Brendan J. Rowen
Vice-President, General Counsel