



VIA U.S. MAIL

May 13, 2020

John Asher
Oregon Rapid Response Coordinator
Office of Community Colleges and Workforce Development
Higher Education Coordinating Commission
875 Union Street NE
Salem, OR 97311
John.e.asher@oregon.gov

WARN NO.
7056

Mayor Ted Wheeler
City of Portland
1221 SW 4th Ave, Room 340
Portland, OR 97204

Re: WARN Act Notice

This Notice is being provided to you pursuant to the Worker Adjustment and Retraining Notification Act ("WARN"). WARN requires employers to give advance written notice of a furlough to affected employees. Such advanced written notice has been reduced due to the unforeseen business circumstances of the Coronavirus pandemic, an unprecedented historical event that has resulted in a national state of emergency. However, to ensure that you and all employees receive as much advance notice as possible, we are providing this notice to you and to each impacted employee.

Beginning March 12, 2020, the Portland Embassy Suites, located at 7900 Northeast 82nd Avenue, Portland, OR 97220, will furlough 105 employees.

At this time, it is our hope that the furloughs will only be temporary. However, due to the unprecedented nature of the pandemic, we cannot guarantee that they will not be permanent and cannot guarantee a timeline for recall, if employees will be recalled at all. Bumping rights shall not exist for affected employees except as provided by any applicable collective bargaining agreement.

Attached is a listing of the job titles of employees who will be affected.

If you have any questions regarding this notice, please see my contact information below:

LaToya Williams
Corporate Director Human Resources
latoya.williams@atriumhospitality.com
678-335-6956 Ext. 1509

Sincerely,

A handwritten signature in cursive script that reads "LaToya K. Atwell-Williams".

LaToya K. Atwell-Williams, M.S.
Corporate Director Human Resources | Atrium Hospitality
Enclosure



Portland Embassy Suites

Accounting Clerk
Administrative Assistant, Sales
Assistant General Manager III
Audio Visual Technician
Banquet Captain
Banquet Captain
Banquet Manager III
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Chief Engineer III
Complimentary Beverage Bartender
Complimentary Cook
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary Server
Complimentary Supervisor
Controller II
Director, Human Resources I
Engineering Supervisor
Engineers/Maintenance
Engineers/Maintenance
Event Sales Manager
Event Sales Manager
Event Service Manager I
Executive Chef III
Executive Sous Chef II
Front Desk Clerk
General Manager III
Group Rooms Coordinator
Guest Services Assistant Manager II
Guest Services Assistant Manager II
Housekeeping Inspector
Housekeeping Inspector
Housekeeping Inspector
Human Resources Coordinator
Kitchen Steward



Van Driver
Van Driver
Van Driver