



January 22, 2018

**Via email to:** John.e.asher@oregon.gov

**Via mail to:**

John Asher, Rapid Response Coordinator  
Oregon Dislocated Worker Unit  
Office of Workforce Investments  
Oregon Higher Education Coordinating Commission  
875 Union Street NE  
Salem, OR 97311

Re: Worker Adjustment and Retraining Notification ("WARN")

Dear Mr. Asher:

Pursuant to the notification requirements of the Worker Adjustment and Retraining Notification Act of 1988 ("WARN"), Microsoft hereby provides notice of a layoff and plant closure. This notice follows and is related to Microsoft's notices on July 10, 2017, November 6, 2017, and December 5, 2017, in which we notified you of the elimination of 61, 50 and 6 positions, respectively.

Microsoft has decided to reorganize and restructure operations resulting in the elimination of an additional 7 positions located at Microsoft's Wilsonville, OR facility located at 26755 SW 95th Ave., Wilsonville, OR 97070. All 7 additional positions are being permanently eliminated as of March 23, 2018. Microsoft has provided all 7 affected employees with Worker Adjustment and Retraining Notifications. All affected employees will be terminated on March 23, 2018. A list of all affected job titles and the number of individuals affected in each job title is enclosed as part of Attachment A.

Microsoft's decision to eliminate 7 positions located at the above referenced facility is final and is expected to be permanent. These eliminations will result in the closure of the facility. The affected employees are not entitled to an opportunity to "bump" or trade places with individuals who are not affected by the decision.

On January 22, 2018, Microsoft sent notice via hand delivery (or overnight courier and email if not present in person) to all affected employees. Notice was also sent to the City of Wilsonville and Clackamas County for affected worksites on January 22, 2018.

For further information please contact me, Jim Wall, Regional Government Affairs Director, at 650-693-2243, or at jimwall@microsoft.com. I have been designated as Microsoft's employer representative for all inquiries related to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Jim Wall". The signature is written in a cursive, flowing style.

Jim Wall  
Regional Government Affairs Director  
U.S. Government Affairs  
Microsoft Corporate, External, and Legal Affairs

<b>ATTACHMENT A -WILSONVILLE, OREGON WARN NOTICE (January 22, 2018)</b>	
<b>Standard Title</b>	<b>Number of Impacted Employees</b>
Bus Ops & Program Mgmt Leader	1
Business Program Manager	1
Logistics Planner	1
Manager Factory Management Engineering	1
Manufacturing Line Leader	1
Manufacturing Technician	1
Workplace Services Manager	1
<b>Grand Total</b>	<b>7</b>