

DATE: September 19, 2019

SUBJECT: Line I & Line II Production Schedule

TO: CAS and Paint Employees

FROM: Human Resources Department

To all employees,

The work schedule for the following weeks, subject to change for unforeseen reasons, is as follows:

- For the week of September 23rd, there will be no production on Line 1 or on Line 2 due to inventory.
- The Production lines will resume on Monday, September 30th however, CAS and Paint employees may be required to re-thread the lines as early as Wednesday September 25th (this is subject to change).
- *NOTE: On September 24th after 3:30 pm, please call (937) - 390-2900 and listen to the recorded message to verify the return to work date of September 25th.*

It will be your responsibility to know this information.

Sincerely,

Human Resources Department

DATE: September 19, 2019

SUBJECT: Line I & Line II Production Schedule

TO: Skilled Trades Employees

FROM: Human Resources Department

To all employees,

The work schedule for the following weeks, subject to change for unforeseen reasons, is as follows:

- For the week of September 23rd, there will be no production on Line 1 or on Line 2 due to inventory.
- The Production lines will resume on Monday, September 30th however, Skilled Trades employees may be required to come in as early as Wednesday September 25th (this is subject to change).
- *NOTE: On September 24th after 3:30 pm, please call (937) - 390-2900 and listen to the recorded message to verify the return to work date of September 25th.*

It will be your responsibility to know this information.

Sincerely,

Human Resources Department

DATE: September 19, 2019

SUBJECT: Line I & Line II Production Schedule

TO: All Line I & Line II Employees

FROM:

To all employees,

The work schedule for the following weeks, subject to change for unforeseen reasons, is as follows:

- For the week of September 23rd, there will be no production on Line 1 or on Line 2 due to inventory.
- Production will resume on Monday, September 30th (this is subject to change).
- *NOTE: On September 27th after 3:30 pm, please call (937) - 390-2900 and listen to the recorded message to verify the return to work date of September 30th.*

It will be your responsibility to know this information.

Sincerely,

Human Resources Department