



Date: [REDACTED]

To: [REDACTED]

Subject: Closure of the Mandarin Oriental, Miami

Last Day of Work: [REDACTED]

Dear [REDACTED]:

As you know, the Mandarin Oriental, Miami, FL ("Hotel"), located at 500 Brickell Key Drive, Miami, FL 33131, will be permanently closing on May 31, 2025.

Your employment with the Hotel will end effective [REDACTED].

Enclosed is more information about the closure and the benefits the Hotel will provide impacted employees.

The purpose of this notice is to provide you with information regarding your termination so that you can prepare and locate other employment as necessary. The information provided below represents the best information available to the Hotel at the time this notice was issued. Even though it may be that no such notice is required, we are providing the following information to ensure you are fully informed and in an abundance of caution:

1. Statement of planned action:

The Hotel will begin separations as soon as May 31, 2025 and at the latest by September 30, 2025. Unfortunately, your position will be permanently eliminated, and your employment terminated.

2. Name and telephone number of a company official to contact for further information:

Nancy Lee
Director of People & Culture
500 Brickell Key Drive, Miami, FL 33131
(305) 913-8357
NLee@mohg.com

3. Is my separation going to be permanent or can I expect to be recalled to employment at some time in the future?

This is a permanent closure and there will be no recall or bumping rights.

4. Information regarding unemployment compensation:

Following your separation, you may file for unemployment compensation. For information regarding unemployment compensation a, please contact the Florida Department of Economic Opportunity's Reemployment Assistance at (833) 352-7759 or go to <http://www.floridajobs.org/Reemployment-Assistance-Service-Center>.

If you have questions, please contact me at me at (305) 913-8357 or NLee@mohg.com.

Sincerely,

Nancy Lee
Director of People & Culture



List of Job Titles of Affected Individuals

Job Title of the Affected Position:	Number of Affected Employees in this Position:
Accounts Payable and Purchasing Admin	1
Accounts Receivable Clerk	1
AM Food Runner	2
AM Room Attendants	7
AM Server	2
AM Server Attendant	4
AP Manager	1
Assistant Banquet Manager	1
Assistant Controller	1
Assistant Director of F&B	2
Assistant Director of Finance	1
Assistant Director of Human Resources	1
Assistant Engineering Mgr.	2
Assistant Executive Steward	1
Assistant Front Office Manager	3
Assistant Housekeeping Manager	2
Assistant Restaurant General Manager	1
Associate Director of Sales	1
Banquet Captain	2
Banquet Chef	1
Banquet Manager	1
Banquet Set Up - House Person	4
Banquet Waiter	25
Bar Busser	2
Barback	4
Bartender	8
Bell Coordinator	1
Bell Person	5
Cafe Steward	2
Carpenter	2
Catering & Convention Services Manager	1
Chef de Cuisine	1
Chef de Partie	3
Chef Garde Manger	1
Coffee Cart Attendant	2

Colleague Dining Room Attendant	2
Concierge (NE)	4
Cook 1 AM	14
Cook 2 AM	3
Cook A	2
Cook B	8
Cook C	11
Cook D	3
Coordinator	4
Credit Manager	1
Dir. of Mkt. & Dig. Com.	1
Director of Banquets	1
Director of Bar Operations	1
Director of Eng & Safety	1
Director of Finance	1
Director of Human Resources	1
Director of Information Technology	1
Director of Purchasing	1
Director of Rooms Division	1
Director of Safety & Security	1
Director of Sales	1
Director of Sales & Marketing	1
Director of Spa & Wellness	1
Engineering Administrative Assistant	1
Engineering Manager	1
Engineering Supervisor	2
Event Executive	1
Executive Assistant	1
Executive Chef	2
Executive Pastry Chef	1
Executive Sous Chef	2
Executive Steward	1
Fishmonger	1
Front Office Manager	1
Gallery Attendant	1
General Cashier	1
General Manager	1
General Maintenance	6
Group Housing Coordinator	2
Guest Relations Manager	1
Guest Services Agent	5
Host/ess	6
Hotel Manager	1
Housekeeping Coordinator	3
Housekeeping Supervisor	2

Houseperson	3
Human Resources Coordinator	1
Human Resources Generalist	1
Human Resources Manager	1
Income Auditor	1
Information Technology Manager	1
In-Room Dining Manager	1
In-Room Dining Server	7
In-Room Dining Supervisor	2
Intern	1
IT Supervisor	1
Jr. Sous Chef	2
Junior Mechanic	2
Laundry Attendant	9
Laundry Linen Runner	1
Laundry Maintenance Attendant	1
Laundry Manager	1
Laundry Valet Attendant	5
Lead Captain	1
Lead Spa Attendant	1
Lead Uniform Attendant	1
Learning & Development Coordinator	1
Learning & Development Manager	1
Marketing Coordinator	1
Mechanic	1
Nail Technician	2
Night Manager	1
Overnight Front Office Supervisor	1
Overnight Guest Service Agent	1
Overnight House Person	1
Overnight Security Manager	1
Overnight Security Officer	3
Pastry Cook	1
Paymaster	1
PBX Operator	1
Perfect Room Attendant	9
PM Food Runner	7
PM Server	6
PM Server Attendant	3
Pool & Beach Manager	1
Pool Attendant	3
Private Bar Attendant	3
Public Area Attendant	4
Purchasing Manager	1
Quality Manager	1

Receiving Clerk	2
Relief Supervisor	1
Reservations Consultant	3
Restaurant Manager	1
Retail Coordinator	1
Retail Sales Clerk	1
Revenue & Reservations Manager	1
Rising Fan - Finance	1
Rising Fan - Food & Beverage	2
Room Attendant	9
Room Inspector	2
Room Inspector/Puncher	2
Runner	4
Seamstress	1
Security Assistant Manager	1
Security Lead Officer	1
Security Officer	4
Senior Catering Manager	1
Server	19
Server Assistant	4
Server Attendant	7
Sommelier	1
Sous Chef	3
Spa Attendant	4
Spa Concierge	3
Spa Operation Manager	1
Spa Supervisor	2
Steward	10
Steward-AM	3
Stewarding Supervisor	2
Steward-PM	1
Storeroom Clerk	2
Supervisor	1
Sushi Cook	2
Sushi Supervisor	1
Therapist	12
Turndown Attendant	2
Uniform Attendant	3
Water Attendant	1
Workforce Manager	2