



AN IHG® HOTEL
HONOLULU HAWAII

September 10, 2020

The Honorable Kirk Caldwell, Mayor of Honolulu
Honolulu Mayor's Office
530 South King Street
Honolulu, HI 96813

Mr. Scott T. Murakami, Director
Hawaii Department of Labor and Industrial Relations
830 Punchbowl Street, Room 321
Honolulu, HI 96813

Workforce Development Division
830 Punchbowl Street, Room 329
Honolulu, HI 96813

Re: Notice of Temporary Reduction in Hotel Occupancy at Holiday Inn Express
Waikiki/Employee Lay-offs

Aloha Mayor Caldwell and Director Murakami:

It has been brought to my attention the Holiday Inn Express is not currently listed on the "Worker Adjustment and Retraining Notification (WARN) 2020, Real-time WARN Updates" website. Enclosed please find a copy of the letter sent to the above listed addresses on 07/29/20. This letter advises of the Holiday Inn Express' intent to layoff 105 employees effective 08/12/20. For your reference, please also find a copy of the WARN letter template sent out to all 105 employees on 07/29/20 via USPS Certified Mail.

Please advise if there are additional steps needed to comply with all notification process requirements. I can be reached directly at (808) 389-7994 or via e-mail at jernell.mendonca@hiexwaikiki.com.

With best regards and aloha,

Jernell R.A. Mendonca
General Manager
Holiday Inn Express Waikiki

Enclosures (2)

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