

HERFF JONES, INC.



July 11, 2014

Jennifer Long
Rapid Response Dislocated Worker Program Director
Dislocated Worker Unit
Indiana Department of Workforce Development
10 N. Senate Ave., Ste. SE312
Indianapolis, IN 46204-2277

Re: Plant Closings for Herff Jones facilities located at [4719 W 62nd St. Indianapolis, IN 46268](#) and [250 South NW Highway, Suite 302, Park Ridge, IL 60068](#)

Dear Ms. Long:

Please allow this letter to confirm that due to current and projected business needs, the Company has decided to close its Education Division which will result in the closing of the facility located at [4719 W 62nd St. Indianapolis, IN 46268](#). All production, support and administrative positions at the facility will be eliminated, as well as all other positions in the Education Division at Herff Jones. Based upon the best information available at this time, it is projected that the date for the first group of separations will occur during the two week period beginning on September 9, 2014. At this time, it is expected that the final separations will occur during the two week period beginning on November 14, 2014. These separations are expected to be permanent and are expected to affect approximately 130 employees total, of which 110 employees are currently assigned to the Indianapolis facility. There is no union involvement in this decision, and no bumping rights exist. Should you have any further questions concerning this matter, please contact the undersigned at (317) 612-3712.

Sincerely,

Karen Mellen
Human Resource Manager
Education Division



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