



5262 N. East Shafer Drive
Monticello, Indiana 47960

(574) 278-7510
Fax (574) 278-6221

www.girtz.com

June 11, 2009

Ms. Jennifer Long
Statewide Dislocated Worker Program Coordinator
Indiana Department of Workforce Development
Indiana Government Center
10 North Senate Ave.
Indianapolis, Indiana 46204

Re: Anticipated Lay-offs at Girtz Industries Located at 5262 North East Shafer Drive,
Monticello, Indiana 47960

Dear Ms. Long:

Due to the current economic conditions, and the anticipated temporary decrease in customer order volume, Girtz Industries anticipates that it will need to lay off a number of employees. Based on information currently available to the Company, it is anticipated that the lay-offs will be temporary. At this time, the entire facility will not be affected. This is not a unionized facility, and no bumping rights exist. The expected date of the lay-offs will be on August 10, 2009 and will affect approximately 60 employees.

For further questions and information, please contact Colleen Westfall, 5262 N. East Shafer Drive, Monticello, IN 47960 at 574-278-7510 Ext 277.

Please accept this as official notice of anticipated lay-offs at the Girtz Industries facility as a result of this unforeseeable turn of events.

Sincerely,

David Girtz
President/CEO
Girtz Industries, Inc.