



Raymond  
Management Company

WARN Coordinator  
Missouri Department of Higher Education &  
Workforce Development  
P.O. Box 1087  
Jefferson City, MO 65102

4601 Frey Street, Suite 400  
Madison, WI 53705  
Phone 608.833.4100 Fax 608.833.1616

RE: Notice of Mass Layoff

Dear WARN Coordinator:

This letter concerns the TownePlace Suites hotel located at 130 S. Steward Road, Liberty, Missouri. The Hotel is managed by Raymond Management Company, Inc. ("RMC") and owned by Liberty Commons Lodging Associates, LLC. The employees affected by the actions noted in this letter are employees of RMC.

Beginning in March of 2020, RMC notified 17 employees of the Hotel that they were being temporarily laid off due to an unprecedented drop in occupancy on account of the Covid-19 Pandemic. At the time, we believed that we would be able to recall the employees back to work within 6 months of the above date. We continued to provide health care benefits to the employees during this period of time.

We recently concluded that due to continuing issues and concerns with the Pandemic, occupancy at the Hotel has not returned to the degree needed to bring employees back to their previous positions and we have reluctantly notified them and are notifying you that layoffs will become permanent as of June 30, 2020. The Hotel remains in operation with a reduced staff.

The total number of employees affected by this action is 10. The employees are not represented by a union. The employees do not have bumping rights.

Please note that we have on file all additional information required by the WARN Act and will provide it on request. If you need additional information, please contact [REDACTED]

Thank you,

