



March 22, 2012

Workforce Development Agency, State of Michigan  
Workforce Investment Act Section  
Victor Office Center  
201 N. Washington Sq., 5th Floor  
Lansing, Michigan 48913

This letter is to notify the Workforce Development Agency that as of the date of this letter, our employees were notified of the effective date of their layoff due to the permanent closing of our distribution center. The affected employees are being given at least 60 days' notice. In addition to the company's severance program, the affected employees are eligible to receive company-paid outplacement support through Right Management. This service includes job search tools and tips, resume review and interview preparation.

If you have any additional questions, please feel free to contact me at 616-698-3409.

Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to read "Al Kerkstra", is written over a faint, larger version of the same signature.

Al Kerkstra  
Executive Vice President,  
Support Operations and Human Resources

**RECEIVED**

MAR 22 2012

WIA  
WORKFORCE PROGRAMS

## WARN REPORTING FORM

### **I.) Company Information**

Company: The Zondervan Corporation LLC  
Site Address: 5300 Patterson Avenue SE  
City/Zip: Grand Rapids, MI 49530  
County/ Kent  
Contact Name and Title: Al Kerkstra, Executive VP, Support Ops & Human Resources  
Contact Address: 5300 Patterson Avenue SE , Grand Rapids, MI 49530  
Contact Phone: ( 616 ) 698 - 3409 ext.        Contact Fax: ( 616 ) 698 - 3232  
Contact Email Address: Al.Kerkstra@Zondervan.com  
Type of Business: Publishing

### **II.) Incident and Notification Information**

Total employees at site: 309 Total employees laid off: 66  
Date Employees Told: 03/22/2012 Date WARN Sent: 03/22/2012  
Incident Type: 1 (1=Plant Closing; 2=Mass Layoff)  
Layoff Reason(s): 4 ;        ;        (1=Co. Sold; 2=Bankruptcy; 3=Financial Trouble;  
4=Operations Transferred; 5=Company Restructured; 6=Unprofitable; 7=Reduced Business/Work;  
8=Merger/Acquisition; 9=Other)

First Layoff Date: 05 / 25 / 2012

Final Layoff Date/Closing: 06 / 01 / 2012

### **III.) Union-Related Information**

Union Local 1: Not Applicable Union Members Laid Off:         
Union Officer:         
Address:         
City/Zip:         
Phone No:        Fax No:       

***Please attach a list of the positions and number of employees in each position that will be affected by this mass layoff/closing. This form may be faxed to the Workforce Investment Act Section at (517) 373-7794 or e-mailed to: KeytonT@michigan.gov .***

**WARN REPORTING FORM**

Zondervan (Attachment)

List of positions and number of employees in each position affected by plant closing:

Box Builder	1
Custodian	1
Material Handler	10
Order Fulfillment Clerk	26
Returns Clerk	13
Sr. Coordinator, Inventory Control	3
Sr. Coordinator, Materials	2
Traffic Coordinator	1
Account Manager, Credit	1
Bookkeeper	1
Manager, Credit	1
VP, Distribution	1
Sr. Manager, DC Operations	1
Asst. Manager, Freight	1
Manager, Warehousing	1
Asst. Manager, Returns	1
Supervisor, Returns	1

Total number of employees affected = 66