



Intra Corporation • 885 Manufacturers Drive • Westland, MI 48186 • www.intra-corp.net
Phone: 734/326-7030 • Fax: 734/326-1410 • info@intra-corp.net

April 3, 2009

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED & FACSIMILE

Chong-Anna Canfora
Michigan Department of Labor & Economic Growth
Bureau of Workforce Programs - Rapid Response Section
Victor Office Center, 5th Floor
201 N. Washington Square
Lansing, MI 48913

Re: INTRA CORPORATION – TEMPORARY LAYOFF

Dear Ms. Canfora:

Please be advised that, on or around June 5, 2009, Intra Corporation will temporarily layoff a number of its employees at its facility located at 885 Manufacturers Drive, Westland, MI 48186. Consistent with these plans, the last day of employment for the affected employees is anticipated to be June 5, 2009, or within two weeks thereafter.

A list of the affected job classifications and number of employees per classification is attached. None of these employees are represented by a union. The layoffs are expected to be temporary and there will be no bumping rights.

For further information regarding this matter, please contact me at Intra Corporation, 885 Manufacturers Drive, Westland, MI 48186, or via telephone at (734) 629-5453.

Sincerely,

Kristen Headrick
Human Resources Manager

Attachment

RECEIVED

APR 03 2009

RAPID RESPONSE
WORKFORCE PROGRAMS

AFFECTED JOB CLASSIFICATIONS & NUMBER OF EMPLOYEES PER CLASSIFICATION		
<u>Date of Anticipated Layoff</u>	<u>Affected Job Classification(s)</u>	<u>Number of Employees Per Classification</u>
June 5, 2009 (or within two weeks thereafter)	Admin – Order Entry	1
June 5, 2009 (or within two weeks thereafter)	Service Technician	4
June 5, 2009 (or within two weeks thereafter)	Project Coordinator	1
June 5, 2009 (or within two weeks thereafter)	Project Engineer	1
June 5, 2009 (or within two weeks thereafter)	Detailer (Engineering)	2
June 5, 2009 (or within two weeks thereafter)	Designer (Engineering)	1
June 5, 2009 (or within two weeks thereafter)	Checker (Engineering)	1
June 5, 2009 (or within two weeks thereafter)	Estimator	3
June 5, 2009 (or within two weeks thereafter)	Mill Operator	1
June 5, 2009 (or within two weeks thereafter)	Jig Grinder	1
June 5, 2009 (or within two weeks thereafter)	Bench/Assembly	2
June 5, 2009 (or within two weeks thereafter)	Shop Support	1
June 5, 2009 (or within two weeks thereafter)	Marking Machine	1
June 5, 2009 (or within two weeks thereafter)	Saw-Cut	1
June 5, 2009 (or within two weeks thereafter)	Shipping	1
June 5, 2009 (or within two weeks thereafter)	Building Maintenance	1