



300 Corporate Parkway
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June 22, 2021

[REDACTED]

RE: Notice of Layoff to affected employees pursuant to the New York State Worker Adjustment and Retraining Notification (WARN) Act.

Dear [REDACTED]

We regret to inform you that due to unforeseen circumstances CTG, Inc. will be forced to conduct layoffs at the CTG IBM/Anthem Desk. IBM has just notified CTG that the IBM/Anthem contract is ending prematurely, and that IBM will no longer require CTG to provide services to the IBM/Anthem Desk after August 31, 2021.

NYS Worker Adjustment and Retraining Notification Act requires employers to give employees 90 days' advance notice of the layoff unless the business circumstances were unforeseeable or outside of the employer's control. Unfortunately, IBM gave CTG less than 90 days' notice so we are, in turn, unable to meet the 90 days' notice requirement notice to you. We are, however, able to meet the Federal WARN Act requirement of 60 days' notice. The layoff will affect CTG employees working on the IBM/Anthem desk at the following site:

IBM/Anthem site
40 Fountain Plaza
Suite 800
Buffalo NY 14202

There is no provision in CTG's policies for transfer, bumping or reassignment. At this time, you should consider your layoff, on or around August 31, 2021, to be permanent. You will receive a formal CTG separation letter closer to your layoff date. If the anticipated layoff date of August 31, 2021 changes, we will notify you as soon as possible.

You are also hereby notified that, as a result of your employment loss, you may be eligible to receive job retraining, re-employment services, or other assistance with obtaining new employment from the New York State Department of Labor or its workforce partners upon your termination. You may also be eligible for unemployment insurance benefits after your last day of employment. Whenever possible, the New York State Department of Labor will contact CTG to arrange to provide additional information regarding these benefits and services to you through workshops, interviews, and other activities that will be scheduled prior to the time your employment ends. You can also access reemployment information and apply for unemployment insurance benefits on the Department's website or you may use the contact

information provided on the website or visit one of the Department's local offices for further information and assistance.

We will keep your contact information in our database and will contact you if any opportunities that align with your skillset become available. We appreciate the contribution you have made to the CTG team on the IBM/Anthem desk.

If you have additional questions about this notification, please contact [REDACTED] HR Director at [REDACTED]

Sincerely,

[REDACTED]

[REDACTED]

VP HR