



DOUBLE DIAMOND COMPANIES

March 19, 2020

To Whom it May Concern:

Double Diamond Companies has shut down indefinitely due to the current COVID-19 situation.

Starting March 20, 2020 all employees have been asked to stay home until further notice. Employees are not able to use sick/vacation/PTO time they have accrued during this shut down.

If you have any questions please feel free to contact me.

Sincerely,

Fran Pfeifle
Director, Human Resources
Double Diamond Companies
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