



639 Massachusetts Avenue
Cambridge, MA 02139
Tel. (617) 868-1650

June 10, 1998

Hon. Francis Duehay
Mayor of Cambridge
Cambridge City Hall
795 Massachusetts Avenue
Cambridge, MA 02139

Dear Hon. Duehay:

In a letter submitted to you on June 3, 1998 we announced our intention of permanently closing our entire facility located at 639 Mass Ave. I submit notice that the following two employees have received written notice that their positions will be eliminated on August 10, 1998.

You may contact Marion Aymie, Vice President, Human Resources, at 639 Massachusetts Avenue, Cambridge, MA 02139. (617) 868-1650 extension 520 for further information.

Sincerely,

Marion Aymie, Vice President
Human Resources
Adecco/ TAD

POSITION	60 DAY NOTICE DATE
Billing Representative	6/10/98
Billing Representative	6/10/98

60 Day Notice List
6/3/98

Payroll Representative	6/4/98
HR Programs Manager	6/5/98

639 Employees2

Title

1st SHIFT OPERATOR

2nd SHIFT OPERATOR

401k PLAN ADMINISTRAT

401K PLAN ADMINISTRAT

A/P SUPERVISOR

ACCOUNTANT

ACCOUNTING MANAGER

ACCOUNTING SUPERVISO

ACCOUNTING SUPV.

ACCOUNTS PAYABLE REP.

ACCOUNTS PAYABLE REP.

ACCOUNTS PAYABLE REP.

ACCOUNTS PAYABLE REP.

ACCOUNTS PAYABLE REP.

ACCOUNTS PAYABLE SUP

ADMIN. ASSISTANT

ADMIN. ASSISTANT

ADMIN. ASSISTANT

ADMIN. ASSISTANT

ADMIN. ASST.

ADMINISTRATIVE ASSIST

ADMINISTRATIVE ASSIST

ADMINISTRATIVE ASST.

ADMINISTRATIVE ASST.

ASSISTANT CONTROLLER

Title

ASSISTANT CONTROLLER

ASSISTANT GENERAL CO

ASST. OPS. MGR.

ASST. PROPOSAL MGR.

BENEFITS ADM.

BILLING MANAGER

BILLING REP.

BILLING REP.

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BILLING REP.

BILLING SUPV.

BILLING SUPV.

BILLING SUPV.

BILLING SUPV.

BILLING/TAX ADMIN

BRANCH ADMIN.

Title

BUILDING MAINTENANCE

BUILDING SUPERINTENDA

BUSINESS ANALYST

CASH APPLICATION LEAD

CASH APPLICATION REP.

CASH APPLICATION SUPV.

CASH MANAGER

CASH MGMT. ACCT.

CASH MGMT. ACCT.

CASH RESEARCH ANALYS

CASUALTY MANAGER

CLAIMS ANALYST

CONTRACT ADMIN.

CORP. SYSTEMS PROJECT

CORPORATE CREDIT MAN

CORPORATE PAYROLL M

CREDIT ANALYST

CREDIT REP.

CREDIT REP.

CREDIT REP.

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CREDIT REP.

CREDIT REP.

CREDIT REP.

CREDIT REP.

Title

CREDIT SUPV.

CUSTOMER SERVICE REP.

CUSTOMER SERVICE REP.

DIR. TREASURY OPERATI

DIRECT CHARGES REP.

DIRECT CHARGES REP.

DIRECT CHARGES REP.

DIRECT CHARGES SUPERV

DIRECTOR FINANCIAL OP

DIRECTOR OF COMPLIAN

DIRECTOR, BUSINESS APP

DISTRIBUTION COORDINA

DISTRIBUTION COORDINA

DISTRIBUTION COORDINA

DISTRIBUTION SUPERVIS

EXEC. ADMIN. ASST.

Executive Assistant

FLEET ADMINISTRATOR

HR MANAGER

HR PROGRAM MANAGER

INVOICE ALLOCATION SU

IT COORDINATOR

LEASE ADMINISTRATOR

LEGAL INTERN

LEGAL INTERN

MANAGER OF CORPORAT

MANAGER OF CORPORAT

MANAGER, BUSINESS AN

Title

MANAGER, DC/AP

MANAGER, FINANCIAL PL

MGR. CORPORATE REAL E

NAT'L ACCT. MGR

NATIONAL ACCTS. MANA

NATIONAL ACCTS. MANA

NETWORK SPECIALIST

OPERATIONS ASSISTANT

OPERATIONS MANAGER

PAYROLL MANAGER

PAYROLL REP

PAYROLL REP

PAYROLL REP.

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PAYROLL REP.

PAYROLL SUPERVISOR

PROGRAMMER

PROGRAMMER/ANALYST

Title

PROJECT MANAGER

PROJECT MANAGER FIELD

PROJECT SUPPORT TECH.

PURCHASE ORDER CONTR

PURCHASE ORDER CONTR

RECEPTIONIST

RECEPTIONIST

RESEARCH ASSISTANT

RESEARCH ASSISTANT

RESEARCH ASSISTANT

RESEARCH ASST.

RESEARCH MANAGER

RISK ANALYST

RISK ANALYST

RISK MANAGER

SR. ACCOUNTANT

SR. PROGRAMMER ANALY

STAFF ACCOUNTANT

STAFF ACCOUNTANT

STAFF ACCOUNTANT

STAFF ACCOUNTANT

STAFF ACCOUNTANT

STAFF ACCOUNTANT

STAFF ACCOUNTANT

STAFF ADMINISTRATOR

STAFF ASSISTANT

STAFF PAYROLL ADMIN.

TABRUN CREDIT MANAGE

Title

TABRUN CREDIT REP.

TABRUN CREDIT REP.

TABRUN CREDIT REP.

TABRUN CREDIT REP.

TABRUN CREDIT REP.

TABRUN CREDIT REP.

TABRUN CREDIT REP.

TABRUN CREDIT REP.

TAX ACCOUNTANT

TAX ACCOUNTANT

TAX ACCOUNTANT

TAX ASSISTANT

TAX MANAGER

TAX SUPERVISOR

TEAM SUPPORT CLERK

TELCOMMUNICATIONS

V.P. CORP. ADMIN.

V.P. CORPORATE CONTRO

V.P., CIO

VICE PRESIDENT

VICE PRESIDENT, HR

WEEKEND COMPUTER OP



639 Massachusetts Avenue
Cambridge, MA 02139
Tel. (617) 868-1650

June 3, 1998

Hon. Francis Duehay
Mayor of Cambridge
Cambridge City Hall
795 Massachusetts Avenue
Cambridge, MA 02139

Dear Hon. Duehay:

This is to inform you that on October 27, 1998, Adecco/TAD intends to close its entire facility located at 639 Massachusetts Avenue, Cambridge, MA. As a result, Adecco/TAD will carry out a layoff of all its employees at this facility. This action is expected to be a permanent action.

Enclosed is a listing of the job titles of the positions to be affected and the number of affected employees in each job classification. The employee separations which will occur within the next sixty (60) days will take place according to the following attached schedule.

The affected employees are not represented by a union and do not have bumping rights.

You may contact Marion Aymie, Vice President of Human Resources, at 639 Massachusetts Avenue, Cambridge, MA, (617) 868-1650, extension 520 for further information.

Sincerely,

Marion Aymie

Vice President of Human Resources
Adecco/TAD

Enclosure

Comm. & Rpts from City
Officers #2

447-5

A letter from Marion Aymie,
Vice President of Human Resources,
Adecco, relative to the closing
of its facility located at 639
Mass. Ave.

In City Council June 15, 1998

PLACED ON FILE