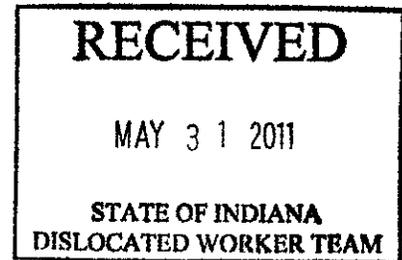


RR DONNELLEY

3075 Highland Parkway
Downers Grove, Illinois 60565
www.rrdonnelley.com

May 24, 2011

Ms. Jennifer Long
Indiana Department of Workforce Development
State Dislocated Worker Program Coordinator
10 N. Senate Ave.
Indianapolis, IN 46204



Dear Ms. Long:

R.R. Donnelley & Sons Company regrestfully has reached the decision to permanently close our facility located at 5021 Nimtz Parkway, South Bend, Indiana 46628. After careful analysis of business and competitive conditions affecting our customers' requirements and needs, we determined that to remain a leader in the highly competitive printing and related services industry, this was our only option. Consistent with these plans, employment separations are expected to commence on or about July 24, 2011. We anticipate that these plans, when finalized, will be permanent and they will involve the Company's entire operation at the South Bend, Indiana location.

The decision in no way indicates any dissatisfaction with either the business community or the quality of our workforce here. Rather, the outcome is based on changing customer demands which have created excess capacity that cannot be supported.

We are committed to making the transition as smooth as possible for our employees, our customers and for the community. At this time, the Company anticipates that employees will be permanently separated from employment with the Company during a 14-day period commencing on July 24, 2011. A list of job titles and the number of employees currently holding affected positions accompanies this letter as Exhibit A. In connection with the workforce reduction, no employees will have bumping rights to displace other employees working for the Company. This announcement and the above timetable are based on the best information currently available. However, various factors may still affect the timing of any employment separations. You will be informed of any significant changes in these plans, as additional information becomes available.

To the extent that the above section constitutes a covered event under the Worker Adjustment and Retraining Notification Act (WARN), this letter is intended to fulfill any requirements imposed under the Act. By providing this information, the Company does not concede that the statutes apply or that notice is otherwise required.

We appreciate any support or assistance you or your office can provide to help employees affected by the plant closing in finding new positions. If you have any questions or desire additional information, please contact Terrance Walker, Human Resources Manager, at 574-251-4015.

Sincerely,

A handwritten signature in black ink that reads "Marc Bartolone". The signature is written in a cursive, flowing style.

Marc Bartolone
Vice President
Human Resources

RR DONNELLEY

Exhibit A South Bend, Indiana Affected Employees

Job Title	Total
Account Manager 2	2
Accountant 2	1
Accountant 3	1
Accounting Clerk 2	1
Admin Assistant 1	1
Administrative Specialist 3	4
Biller 2	1
Bindery Assistant	3
Bindery Operator 2	5
Digital Print Operator 1	5
Digital Print Operator 2	9
Digital Print Operator 3	6
Director - Operations	1
Driver - CDL	2
Estimator 1	1
FS Account Specialist 1	3
FS Account Specialist 3	4
Insertter Operator 1	7
Insertter Operator 2	3
Maintenance Mechanic 2	2
Manager - Customer Service	1
Manager - Facilities	1
Manager - Human Resources 1	1
Manager - Operations	1
Operations Clerk 2	3
Operations Clerk 3	7
Picker/Packer 1	10
Picker/Packer 2	3
Prelim/Prepress Operator 3	2
Press Operator 2	1
Press Operator 3	5
Print Prod Acct Specialist 3	2
Supv - Manufacturing	5
Supv - Pricing	1
Supv - Sourcing	1
Tech Support Analyst 3	1
Grand Total	107