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FRANCHISE DISCLOSURE DOCUMENT

HILTON FRANCHISE HOLDING LLC
A Delaware Limited Liability Company
7930 Jones Branch Drive, Suite 1100
McLean, Virginia 22102
703-683-1000
www.hiltonworldwide.com



You will operate a Hilton hotel under a Franchise Agreement with us.

The total investment necessary to begin operation of a typical 300-room Hilton hotel, excluding real property, is \$55,999,500 to \$97,117,875, including up to \$592,000 that must be paid to us or our affiliates.

This disclosure document summarizes certain provisions of your franchise agreement and other information in plain English. Read this disclosure document and all accompanying agreements carefully. You must receive this disclosure document at least 14 calendar days before you sign a binding agreement with, or make any payment to, the franchisor or an affiliate in connection with the proposed franchise sale. Note, however, that no government agency has verified the information contained in this document.

The terms of your contract will govern your franchise relationship. Don't rely on the disclosure document alone to understand your contract. Read all of your contract carefully. Show your contract and this disclosure document to an advisor, like a lawyer or accountant.

Buying a franchise is a complex investment. The information in this disclosure document can help you make up your mind. More information on franchising, such as "A Consumer's Guide to Buying a Franchise," which can help you understand how to use this disclosure document is available from the Federal Trade Commission. You can contact the FTC at 1-877-FTC-HELP or by writing to the FTC at 600 Pennsylvania Avenue, NW, Washington, DC 20580. You can also visit the FTC's home page at www.ftc.gov for additional information. Call your state agency or visit your public library for other sources of information on franchising.

There may also be laws on franchising in your state. Ask your state agencies about them.

Issuance Date: March 30, 2016

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STRICTLY CONFIDENTIAL
WITHOUT PREJUDICE

DATE

NAME
ADDRESS

Dear **NAME**:

This is to advise you that your employment will terminate effective, **DATE**, due to (those reasons discussed with you) **OR** (a change in business conditions/performance concerns/ organizational fit/etc.). **[Note: employers also have the option of providing employees with working notice]**

We will provide you with a severance package, details of which are outlined in the attached Termination Agreement (Appendix "A"). This amount is inclusive of any payments, statutory or otherwise, that may be owed to you under the *Ontario Employment Standards Act*.

This package is open for your review and acceptance until **DATE**.

We would also like to take this opportunity to remind you that, notwithstanding the termination of your employment with the Company, certain of your obligations under your employment contract and other agreements that you may have signed during your employment with the Company continue. These obligations include, but may not be limited to, obligations of confidentiality and obligations relating to any intellectual property to which you may have contributed while employed by the Company.

If you have any questions concerning the information contained in this letter, please contact me directly.

Yours sincerely,

NAME
TITLE

Attachments

I, **NAME**, hereby accept the terms set out in Appendix "A", in full and final satisfaction of any claims that I may have.

Signature

Date

[Insert organisation name and address]

[Insert letter date]

[Insert name and address of employee]

Notice By Employer Terminating Employment

Dear [Insert name of employee]

Re: Termination of Your Employment

Further to the disciplinary hearing which you attended on [Insert hearing date] I am writing to formally confirm the organisation's decision to terminate your employment.

Your dismissal will take effect as at [insert dismissal date]. You will continue to be paid normally during your period of notice, but you will not be required to report for work. You will however be required to make yourself available to assist with answering any questions or dealing with any matters, which may arise regarding your workload. You are reminded that you remain an employee during your notice period and that you may not use your notice period for any other employment.

The decision to terminate your employment has been made for the following reasons:

[Provide full reasons for dismissal]

SAMPLE – Suspension

[Date]

[Name]
[Address]

Via **[Hand Delivery OR Certified Mail No. _____]**

Dear **[Mr./Ms. Last Name]**:

The purpose of this letter is to advise you of my decision to suspend you without pay for ten (10) working days from your position as **[classification]** with the **[agency/department name]**. The reason for this suspension is your continued unacceptable conduct and performance, particularly pertaining to unprofessional and offensive behavior, despite management intervention. In addition, this letter shall serve as notice that any further neglect of duty or any other infractions will be viewed as unwillingness, rather than inability, to comply with reasonable expectations, and shall result in further disciplinary action, up to and including dismissal.

Your suspension will begin on **[day of week, mo./day/yr. - must provide 3 working day notice beginning with the day following the date of the letter]**, and end at the close of business on **[day of week, mo./day/yr.]**. You are expected to return to duty on **[day of week, mo./day/yr.]**, at the time of your regularly scheduled shift. This personnel action is in accordance with subsection 12.3 of the *Administrative Rule of the West Virginia Division of Personnel, W. Va. Code R. §143-1-1 et seq.*, and provides for a three (3) working day written notice.

During the period of suspension, you are restricted from all areas of the **[office name(s)]** with the exception of **[office name(s) (e.g., supervisor/manager/human resources office)]**. Further, you are not to remotely access the State's employee technology resources (email, mainframe, etc.) or otherwise perform work for **[agency/department name]** *[Agencies should not permit the employee to take agency-issued phones or IT equipment with them while on suspension.]* If it is necessary for you to come to **[office name(s)]**, an appointment must be arranged in advance and **[name]** will meet you in the lobby. You may arrange such an appointment by contacting **[name]**, **[title]**, at **[telephone number]**.

On **[date]**, **[name]**, **[title]**, held a discussion with you regarding the nature of your unacceptable conduct. At that time it was shared with you that suspension was being considered. Your **[response was/responses were...]**. After reviewing your response and having considered all the information made known to me, I have decided that your suspension is warranted.

More specifically, the reasons for this personnel action are as follows: *[Give SPECIFIC reasons for suspension – employee must be informed, with reasonable certainty and precision, of the cause of his suspension from employment. Be sure to give examples of deficiencies i.e., who, what, when, where and how. Provide specific details including dates of previous disciplinary actions, unacceptable performance and/or conduct, management intervention, and the consequences to the agency/public.]*

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