



## **WARN Act Notification of Layoffs**

08/11/2020

Dear Sir or Madam,

This letter will serve as official notice that Courier Distribution Systems, LLC will implement a layoff of around 98 employees at N 53 W 24 700 South Corporate Circle, Sussex, WI 53089 on 10/02/2020. This notice is being provided pursuant to the Workers' Adjustment Notification and Retraining Act. Below you will find employees' job titles, and the total number of employees that will be affected in each classification. We have sent all separation notices on 08/07/2020.

- Delivery Associates: 95
- Shift Lead: 2
- Site Lead: 1

There is no union that represents employees at this facility, and no provision in the Company's policy for transfer, bumping, or reassignment for salaries office or management personnel.

The announced layoff is the result of our organization and a major client abruptly ending our contract, causing this unforeseen business circumstance. The layoff is expected to be permanent or a mass layoff as defined in the Workers' Adjustment Notification and Retraining Act.

Please let me know if you have any further questions.

Sincerely,

Yasmine Grinston

Executive Management Analyst

Courier Distribution Systems, LLC - 2750 Premiere Pkwy, Suite 900, Duluth, GA 30097