

5-2-19

April 29, 2019

Steven Gustafson, State Trade and Rapid Response Coordinator  
REACT Program  
MSC 229  
107 E. Madison Street  
Tallahassee, FL 32399-4137

Re: Notice of layoffs

Dear Mr. Gustafson:

We regret to inform you that circumstances will force Adcomm, Inc. to close one of our facilities. As required by the Worker Adjustment and Retraining Notification Act of 1988, this letter serves to give you 60 days' advance notice of the closing.

The closing will affect employees at the following site:

Adcomm, Inc. – Merritt Island Call Center  
950 N. Courtenay Parkway, Suite 3  
Merritt Island, FL 32953

The last scheduled work day is June 28<sup>th</sup> and the official closing of the call center will be June 30<sup>th</sup>, 2019.

We expect the closing to be permanent in nature. This closing will involve cessation of all operations and termination of all employees at the site. We will be offering opportunities to most employees at our Altamonte Springs call center, however, many may find the commute to be a significant hardship.

The following departments, positions, and employees will be affected by the closing:

Department: Human Resources  
Total number of affected employees in department: 1  
Job title(s) and employees affected:

Job title 1: Human Resources Manager  
Total positions affected: 1

Department: IT  
Total number of affected employees in department: 1  
Job title(s) and employees affected:

Job title 1: IT Support Development Specialist  
Total positions affected: 1

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Department: CYDCOR Management  
Total number of affected employees in department: 1  
Job title(s) and employees affected:

Job title 1: Manager  
Total positions affected: 1

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Department: Tech Confirmation  
Total number of affected employees in department: 25  
Job title(s) and employees affected:

Job title 1: Tech Confirmation  
Total positions affected: 20

**Job title 2: Order Processing**  
**Total positions affected: 2**

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**Job title 3: Customer Service Rep**  
**Total positions affected: 3**

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**Department: Admin**  
**Total number of affected employees in department: 1**  
**Job title(s) and employees affected:**

**Job title 1: Custodian**  
**Total positions affected: 1**

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**Department: Core**  
**Total number of affected employees in department: 10**  
**Job title(s) and employees affected:**

**Job title 1: Sales Agent**  
**Total positions affected: 3**

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Job title 2: Sales Rep  
Total positions affected: 6

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Job title 3: Supervisor - Hourly  
Total positions affected: 1

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Department: Corporate Designer  
Total number of affected employees in department: 1  
Job title(s) and employees affected:

Job title 1: Graphic Designer  
Total positions affected: 1

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Department: Costco  
Total number of affected employees in department: 3  
Job title(s) and employees affected:

Job title 1: Supervisor - Hourly  
Total positions affected: 1

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Job title 2: Sales Rep  
Total positions affected: 2

Department: CYDCOR Agents  
Total number of affected employees in department: 18  
Job title(s) and employees affected:

Job title 1: Customer Service Rep  
Total positions affected: 14

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Job title 2: Order Processing  
Total positions affected: 4

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Department: CYDCOR Supervisor  
Total number of affected employees in department: 2  
Job title(s) and employees affected:

Job title 1: Team Lead  
Total positions affected: 1

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Job title 2: Supervisor - Hourly  
Total positions affected: 1

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Department: CYDCOR Trainer  
Total number of affected employees in department: 1  
Job title(s) and employees affected:

Job title 1: Company Trainer Exempt  
Total positions affected: 1

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Department: L and I  
Total number of affected employees in department: 4  
Job title(s) and employees affected:

Job title 1: LI MDU Supervisor  
Total positions affected: 1

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Job title 2: Customer Service Rep  
Total positions affected: 1

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Job title 3: Sales Manager - Exempt  
Total positions affected: 1

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Job title 4: Customer Service Rep – Sal-Exempt  
Total positions affected: 1

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Department: TC Supervisor/Lead  
Total number of affected employees in department: 3  
Job title(s) and employees affected:

Job title 1: Supervisor - Hourly  
Total positions affected: 1

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Job title 2: Team Lead  
Total positions affected: 1

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Job title 3: Customer Service Rep  
Total positions affected: 1

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Employees slated for termination do not have bumping rights under the employee handbook.

If you have additional questions, please contact Randy Ardis at (850) 266-6133.

Sincerely,

Randy Ardis  
Employer Representative for Adcomm, Inc.