



November 29, 2023

State Trade and Rapid Response Program  
MSC 229  
107 E. Madison Street  
Tallahassee, FL 32399-4137  
[warmnotices@deo.myflorida.com](mailto:warmnotices@deo.myflorida.com)

Re: Notice of Reduction in Force– Essendant Co.

Dear Director:

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

The closing will affect employees at the following site:

Essendant Co.  
10801 NW 103<sup>rd</sup> Street, Suite 21  
Medley, FL 33178

The closing will take place on January 31, 2024 or begin starting on January 31, 2024.

We expect the closing to be permanent in nature. The entire facility is expected to close. Please see **Exhibit A** for the job titles of positions affected, the number of affected employees in each job classification, and the anticipated scheduled for the same. Employees selected for termination do not have bumping rights.

If you have additional questions, please contact David Schellenberger at (407) 362-2120 x44435.

Sincerely,

*David Schellenberger*

David Schellenberger  
Senior HR Business Partner

## **EXHIBIT A**

### **List of Affected Positions**

<b>JOB TITLE</b>	<b>TOTAL</b>
DISTRIBUTION	28
MAINTENANCE	1
OPERATIONS SUPPORT/SERVICES	7
JANITORIAL	0
TEAM LEADS	5
MANAGERS	6
<b>TOTAL</b>	<b>47</b>