



November 29, 2023

State Trade and Rapid Response Program
MSC 229
107 E. Madison Street
Tallahassee, FL 32399-4137
warnnotices@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 103rd 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

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