RIFLE PAPER Co.

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May 28, 2026

VIA FEDEX

Andria Herr
Chairman, Seminole County
Board of County Commissioners
1101 E. 1st St.
Sanford, FL 32771

Yolanda Triplett
State Rapid Response Coordinator
107 East Madison Street
Caldwell Building
Tallahassee, FL 32399-4120

Re: **Announcement of Planned Action**

To Whom it May Concern:

I am writing on behalf of Rifle, LLC to give you notice that there will be a total closure of the Rifle Paper Co. Warehouse facility located at 133 Atlantic Drive, Maitland, FL 32751 on August 28, 2026. This closure is expected to be permanent and will affect most employees working at that location.

All affected employees have been notified of their separation dates and that their separation from employment will be permanent. Those employees are expected to be separated from employment beginning on July 31, 2026, with all separations accomplished by September 30, 2026.

The following is a list of the job positions and number of individuals who will be affected by the mass layoff, along with the anticipated schedule for job losses:

- July 31, 2026 – 58 employees impacted
- August 28, 2026 – 14 employees impacted
- September 30, 2026 – 2 employees impacted
- Positions and Headcount Per Position:

Position Title	**Number of Employees**
Assistant Manager, eCommerce	1
Assistant Manager, Replenishment	1
Assistant Manager, Independents	1
Chargeback Specialist	1
Ecommerce Associate	7
Ecommerce Associate (Seasonal)	1
Ecommerce Lead	2

Fulfillment Associate – eCommerce	4
Fulfillment Associate – Key Accounts	3
Fulfillment Associate – Wholesale	4
Fulfillment Manager – Ecommerce	1
Fulfillment Manager – Key Accounts & Independents	1
Independents Associate	1
Independents Associate (Part Time)	1
Independents Coordinator	1
Independents Lead	1
Key Accounts Assistant Manager	1
Key Accounts Associate	12
Key Accounts Associate (Part Time)	4
Key Accounts Coordinator	1
Key Accounts Lead	5
Production Lead	1
Production Specialist	3
QC Expert	1
Replenishment Lead	1
Samples & Returns Coordinator	1
Senior Manager, Operations	1
Verification Specialist	1
Warehouse Associate	5
Warehouse Associate – Replenishment	2
Warehouse Inbound Lead	1
Warehouse Manager	1
Warehousing Associate	1
Warehousing Specialist	2

If you have any questions or want additional information concerning this matter, please contact Lora St. Onge, VP of Human Resources at lora.st.onge@riflepaperco.com.

Sincerely,

Lora St. Onge, VP of Human Resources