



12447 Southwest 69th Avenue  
Portland, OR 97223

July 23, 2015

**BY OVERNIGHT DELIVERY**

John L. Cook, Mayor  
Phone: (503) 718-2476  
Tigard City Council, 13125 SW Hall Blvd.  
Tigard, OR 97223

Laura J. Roberts, Rapid Response Coordinator  
Community Colleges and Workforce Development  
Phone: (503) 947-2416  
255 Capitol Street NE  
Salem, OR 97310

Dear Sir/Madam:

This document constitutes notice pursuant to the Workers Adjustment Retraining Notification Act, 29 U.S.C. Section 2101 *et seq.* ("WARN Act") that Capital One Services ("Capital One") will be implementing job eliminations and closing its facility located at 12447 Southwest 69th Avenue Portland, OR 97223.

As a result, Capital One anticipates that it will eliminate approximately 890 jobs at the 12447 Southwest 69th Avenue facility in 62 different job titles. The layoffs are projected to occur in phases between October 1, 2015 and the second Quarter of 2016. The layoffs are "permanent" as defined by the WARN Act.

When these layoffs have been completed, the site located at 12447 Southwest 69th Avenue will be closed. Once the job loss dates have been finalized, an addendum will be sent to all recipients of this notice with the details for each phase of separations.

A list with all employees expected to suffer a job loss is included with this letter. The list identifies the job titles of the positions to be affected and the number of affected employees in each title. The employees are not represented by a union, and they will not have bumping rights.

All employees whose jobs will be eliminated in this event at this site will receive at least 60 days written notice in advance of the effective date of the termination of their position. In accordance with and subject to the terms of any applicable severance plan, employees will be eligible for severance pay and benefits beginning upon the termination of their employment. Outplacement assistance is being provided to affected employees.

Moreover, affected employees are being provided opportunities to seek roles at other Capital One facilities.

Should you have further questions or wish further information, please feel free to contact me at the phone number and address shown below:

Rick Zinda,  
Vice President, Operations  
12123 Southwest 69th Avenue  
Tigard, OR 97223

Phone: (630) 488-2394

Additionally, the Capital One liaison for providing rapid response services to affected employees at this site is Teresa Boschen, Principal Human Resources Associate. She can be reached at (804) 798-3065 or [Teresa.Boschen@capitalone.com](mailto:Teresa.Boschen@capitalone.com).

The contact for media inquiries is Julie Rakes, Director of Corporate Communications. She can be reached at (804) 284-5800 or [Julie.Rakes@capitalone.com](mailto:Julie.Rakes@capitalone.com).

Sincerely,



Rick Zinda,  
Vice President, Operations