

WARN 4075



March 31, 2020

*Via Email and/or Federal Express*

John Asher  
Oregon Rapid Response Coordinator  
Office of Community Colleges and Workforce Development  
Higher Education Coordinating Commission  
255 Capitol Street, NE, Third Floor  
Salem, OR 97310

The Honorable Ted Wheeler  
City of Portland  
1221 SW 4<sup>th</sup> Avenue, Room 340  
Portland, OR 97204

Re: Notice Pursuant to WARN at 3900 NE 158<sup>th</sup> Avenue, Portland, Oregon 97230

Dear Mr. Asher and Mayor Wheeler:

This letter is to inform you, pursuant to any possible obligations under the federal Worker Adjustment and Retraining Notification Act and any similar state or local law (“WARN”), that due to the COVID-19 emergency, and related government orders/instructions (if any) and/or business circumstances, FXI, Inc. is implementing a reduction in force and as a result, we anticipate that approximately 77 employees will experience an employment loss at our facility located at 3900 NE 158<sup>th</sup> Avenue, Portland, OR 97230 (the “Facility”). These separations from employment began on Friday, March 27, 2020 and are expected to continue through approximately April 24, 2020. A number of terminations will occur on Friday, April 3, 2020, which will bring the number of terminations above the WARN threshold.

The entire Facility will be closed as a result of this action. This action is expected to be permanent.

Pursuant to 20 C.F.R. 639.7 (e)-(f), the Company maintains a listing of all affected positions and the number of affected employees in each such job classification at the Facility and such information will be made accessible to you, upon your request (which can be directed to the attention of the contact identified in the last paragraph of this letter). No applicable positions are represented by any union or other collective bargaining representative. The Company’s reduction in force is due to the COVID-19 emergency, and related government orders/instructions (if any) and/or business circumstances, that were not reasonably foreseeable prior to the date of this notice; in light of these unforeseeable business circumstances, the Company is precluded from providing a full 60 days’ notice of this action and has provided as much notice as is practicable.

We are providing you with this notice based upon the best information available to us at this time. We believe that this notice fully complies with any applicable WARN requirements, to the extent applicable, and do not plan to provide you future notices with respect to this layoff. We wish to provide you with notices that are helpful, rather than inundate you with repeated or intermittent updates. However, please let us know if you would like us to provide you with future notices or additional information.

Any assistance you can provide to these employees would be appreciated. If you need any further information, do not hesitate to contact me at [jcarretero@fxi.com](mailto:jcarretero@fxi.com) or (484) 585-5012.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Julie', followed by a long horizontal line extending to the right.

Julie Carretero  
*Senior Vice President, Chief Human Resource Officer*