



**NOTICE TO ALL HOURLY AND SALARIED EMPLOYEES
INCLUDING ALL EMPLOYEES ON LEAVE, ETC.**

September 8, 2022

Employee Name
Address
City, State Zip

Dear **First Name**:

It is with great sadness that we announce today that we will be closing our Latitudes facility. The reason for this decision was based on supply chain disruption, the inflationary marketplace, and reduced customer demand that have adversely affected our business operations.

To reduce operational expenses, the Company must implement layoffs at its facility located at 2425 NE Riverside Way, Portland, OR 97211. The entire facility is expected to permanently close on approximately November 4th, 2022. Therefore, your position will be eliminated on this date. There are no bumping rights.

We understand that this has great impact on our employees and their families. We will be providing information on open positions in our other facilities and conducting on site job fairs with nearby employers to assist you in finding new opportunities. We thank all of our employees for their hard work and dedication.

For further information regarding this matter, please contact Jodi Null, VP, Human Resources at 614-746-0863.

Sincerely,

Janne Casler
Facility General Manager