



Received: 2/16/2024

465 Saratoga Street  
Cohoes, NY 12047  
800 THE MILL  
800 843 6455

February 14, 2024

**VIA FEDEX**

ATTN: BREEYN HANDBERG  
OHIO DEPARTMENT OF JOB & FAMILY SERVICES  
30 E BROAD ST.  
COLUMBUS, OH 43215

Re: Cover Letter

To Whom it May Concern:

We write to inform you that on Tuesday, February 13, 2024 the employees of Mohawk Fine Papers, Inc., located at 6800 Center Road, Ashtabula, OH 44004 (“Mohawk”), were notified that Mohawk will wind down its operations completely and permanently at the end of this week. Attached is a copy of the written notice Mohawk dispatched to each employee.

Bumping rights for affected employees do not exist.

This notice is being delivered to you in compliance with 29 C.F.R. § 639.6.

Sincerely,

MOHAWK FINE PAPERS, INC.

/s/ James Katchadurian  
James Katchadurian  
Chief Restructuring Officer

**List of impacted positions:**

<b>Position Title</b>	<b># of Employees</b>
Administrative Assistant, Human Resources	1
Converting Associate Entry	1
Converting Associate I	2
Converting Associate II	3
Converting Associate Skilled	26
Electrical Engineer Saybrook	1
Envelope Adjuster	7
Envelope Adjuster, Trainee	1
Envelope Cutter	2
Envelope Lead Adjuster	1
Envelope Maintenance Planner	1
Envelope Material Handler	1
Envelope Operator	22
Facility Manager Saybrook	1
Facility Planner Saybrook	1
Lead Envelope Material Handler	1
Maintenance Manager, Envelopes	1
Maintenance Technical Associate	7
Maintenance Technical Envelope Associate	1
Manager Saybrook Envelopes	1
Manager, Engineering/Maintenance	1
Manager, Human Resources	1
Manager, Saybrook Converting	1
Manufacturing Planner	1
Purchasing Manager Saybrook Operations	1
Quality Coordinator	1

Scheduling Supervisor Saybrook	1
System Analyst	1
Team Leader Production	5
<b>Total</b>	<b>95</b>



465 Saratoga Street  
Cohoes, NY 12047  
800 THE MILL  
800 843 6455

February 12, 2024

**VIA FedEx**

«AddressBlock»

«GreetingLine»

Very recent and unforeseen circumstances compel us to inform you that Mohawk Fine Papers, Inc. will cease its Saybrook operations, located at 6800 Center Road, Ashtabula, OH 44004 completely and permanently at the end of this week.

This letter serves as notice that your employment with Mohawk will permanently terminate effective February 16, 2024.

You will receive separate correspondence with additional information on benefits, including your right, if any, to continue group health insurance coverage under COBRA after February 16, 2024.

As a result of your employment loss, you may be eligible to receive job retraining, re-employment services, or other assistance with obtaining new employment from the State of Ohio's Re-employment Services and Eligibility Assessment (RESEA) program administered by the Ohio Department of Job and Family Services. You may also be eligible for unemployment insurance benefits after your last day of employment. You can access reemployment information and apply for unemployment insurance benefits on the Department's website (<https://ohiomeansjobs.ohio.gov/job-seekers/learn-about-benefits/reemployment-services>), and you may also use the contact information provided on the website or visit one of the Department's local offices to obtain further information and assistance.

We are sorry to have to deliver this news, and we thank you for all that you have done for Mohawk, and we wish you the best in the future.



**mohawk**

Should you have any questions or require further information, please contact:

***Brenda Stokes, Vice President Human Resources***  
***465 Saratoga Street, Cohoes, NY 12047***  
***518-233-6730***  
***HR@mohawkpaper.com***

This notice is not, and should not be interpreted as, an admission by the company that it is subject to coverage under any federal or state plant closing laws or that the plant closing described above falls within the scope of these laws. The company expressly reserves all rights and defenses.

I hereby attest to the truthfulness of all information contained in this letter.

Sincerely,

MOHAWK FINE PAPERS, INC.

James Katchadurian  
Chief Restructuring Officer