



August 23, 2024

Department of Job & Family Services
30 E. Broad St.
Columbus, OH 43215
Via email: rapdresp@jfs.ohio.gov

City of Canal Winchester
45 E. Waterloo St.
Canal Winchester, OH 43110
Mayor Joe Steager
Via email: jsteager@canalwinchesterohio.gov

Dear Sir/Madam:

I am writing on behalf of Pitney Bowes Inc. (the "Company") in follow up to the letter dated August 9, 2024 concerning plans to permanently close the Company's Global Ecommerce facility located at **6111 Bixby Road, Canal Winchester, OH** (the "Facility"). The Company has identified 9 additional layoffs that will result from this action. These additional layoffs are expected to be effective October 12, 2024. The total layoffs at the Facility now will be 165.

We are providing you with this notice in accordance with requirements of the Federal Worker Adjustment and Retraining Notification Act of 1988 and similar state and local laws (the "WARN Act") about the closure of this facility. The information in this notice is based on the best information available to the Company at this time.

An updated list of job titles of the positions to be affected and the number of affected employees in each job classification is attached as Exhibit A. For further information or if you have any questions, please contact Demeka Smith at 310-405-5057 or Demeka.Smith@PB.com.

Very truly yours,
Demeka Smith
Human Resources Business Partner



EXHIBIT A

As explained in the August 9 and August 13, 2024 notification letters, we anticipate that the job titles and the number of employees listed below will be affected by the restructuring of the facility located at 6111 Bixby Road, in Canal Winchester, OH.

Position Eliminations Scheduled to occur on October 8, 2024:

US OH Canal Winchester	Employee Count by
	Job Title
Administrative Assistant	1
Driver II	1
Driver IV	17
Driver Team Lead IV	1
Facility Director	1
Facility Manager	1
Forklift Operator	15
Forklift Operator Assoc 2	1
Forklift Operator_Assoc	1
HR Advisor	1
Industrial Engineer	1
LEAD	6
Lead Industrial Maintenance Technician	1
Lead Package Handler	1
Lead Package Handler 3	6
Loss Prevention and Safety Manager	1
Maintenance Manager	1
Material Handler	1
Material Handler Assoc_1	1
Material Handler TL_Assoc 3	1
Onsite Industrial Maintenance Technician	1
Onsite Industrial Maintenance Technician 2	1
Onsite Industrial Maintenance Technician 3	5
Package Handle 1	1
Package Handler	2
Package Handler 1	45
Package Handler I	6
Package Handler Lead	4
Senior Operations Manager	1
Shipping Lead	1
Team Lead	4
Transportation Manager	1
Transportation Specialist	2
Warehouse Operations Manager	3
Warehouse Operations Supervisor	8
Warehouse Package Handler	9
Warehouse Package Handler Lead	2
Grand Total	156



EXHIBIT A

Position Eliminations Scheduled to occur on October 12, 2024:

US OH Canal Winchester	Employee Count by Job Title
OTR_Team_Prof 3	5
Driver_CDLC Class A_Assoc 2	3
Traffic_Transportation_Supv 2	1
Total	9