



July 17, 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:

Pitney Bowes Inc. (the “Company”) maintains a facility at **6111 Bixby Road, Canal Winchester, OH**. The Company recently developed plans to restructure certain operations at this facility. We are providing you with this notice in accordance with the requirements of the Federal Worker Adjustment and Retraining Notification Act of 1988 and similar state and local laws (the “WARN Act”) about the layoffs that will occur at this facility.

The Company currently expects that the employment separations related to this restructuring will commence on September 17, 2024. More than sixty days notification was given to our workers on July 17, 2024, with the estimated separation being September 17, 2024. There is one Company employee who will be affected by the restructuring at **6111 Bixby Road, Canal Winchester, OH**. None of the employees whose employment will be terminated have a right to claim another job at the Company based on seniority (so-called “bumping rights”). The Company expects that these layoffs will be permanent in nature.

This letter constitutes notice under the WARN Act and state and local equivalents. While the Company does not believe that the WARN Act applies to these layoffs, this notice is being provided out of an abundance of caution, including in the event additional restructurings trigger such notice requirements. The information in this notice is based on the best information available to the Company at this time. The 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 July 17, 2024 notification letter, 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 September 17, 2024:

US OH Canal Winchester	1
HR Employee Experience Ambassador	1