



Received: 9/24/2025 @ 3:21pm

Breeyn Tarr, Rapid Response Delivery Manager
Ohio Department of Job and Family Service's
Rapid Response Program
30 E Broad St.
Columbus, OH 43215-3414
Email: rapdresp@jfs.ohio.gov
Phone: 888.296.7541

Wednesday, September 24, 2025

Dear Ms. Tarr:

Due to changing market conditions, TOPS Products, LLC has decided to permanently close our facility located at 851 Smead Rd, Logan, OH 43138. Consistent with these plans, employment separations are expected to commence starting December 1, 2025. The closure will be permanent, and all employees involved in office supply manufacturing work, approximately 207 people, will be affected.

We are committed to making the transition as smooth as possible for our employees, our customers and for the community. At this time, the Company anticipates that all employees will be permanently separated from employment with the Company, during the time period between December 1, 2025 and April 2, 2027. A list of job titles and the number of employees currently holding affected positions accompanies this letter as Exhibit A. At this time, all affected employees are non-union. In connection with the plant closure, no employees will have bumping rights to displace other employees working for the Company.

This announcement and the above timetable are based on the best information currently available. However, various factors may still affect the timing of any employment separations. You will be informed of any significant changes in these plans, as additional information becomes available.

To the extent that this action constitutes a covered event under the Worker Adjustment and Retraining Notification Act (WARN) and any corresponding state or local law, this letter is intended to fulfill any legal notice requirements.

We appreciate any support or assistance you or your office can provide to help employees affected by the plant closing in finding new positions. If you have any questions or desire additional information, please contact me at 630-306-4559.

Sincerely,

A handwritten signature in black ink, appearing to read 'Noël Leatherbury', with a stylized flourish at the end.

Noël Leatherbury
Vice President Human Resources

Exhibit A
Logan Plant Affected Employees

Job Title	Employee Total
AP/Customer Billing LOG	1
Asst. Receiving Supv.	1
Asst. Shipping Supv.	2
Asst. Supv. Manufacturing	6
Baler Operator Janitor	1
Buyer I Logan	1
Buyer II Logan	1
Die Technician II	1
General Manager	1
Helpdesk Support Tech	1
HR Generalist/Analyst	1
HR Manager, Logan	1
Inventory Analyst/Trainer	2
Line Assembly Worker	10
Machine Operator I	66
Machine Operator II	20
Machine Operator III	29
Maintenance Asst. Supv.	1
Maintenance Electrician	2
Maintenance Supv Logan	1
Maintenance Technician	9
Manufacturing Engineer	1
Operations Coordinator	1
Packer	5
Production Office Assoc	1
Production Supv. Logan	3
Receptionist/HR Admin LOG	1
S & R Clerical	3
Sr. Operations Manager	1
Sr. Production Supv Logan	1
Team Leader	6
Tool Crib Associate	1
Warehouse Operations Mgr	1
Warehouse Supv. Logan	1
Warehouse Worker	23
Total	207