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UPS  
55 Glenlake Pkwy NE  
Atlanta, Georgia 30328

May 2, 2025

Mayor Matthew Castelli  
15700 Bagley Road  
Middleburg Heights, OH 44130  
Via email to: [smenoes@middleburgheights.com](mailto:smenoes@middleburgheights.com)  
on behalf of Mayor Castelli

Breeyn Tarr  
Rapid Response Administrator  
Office of Workforce Development  
Columbus, OH 43218  
Via email to: [breeyn.handberg@jfs.ohio.gov](mailto:breeyn.handberg@jfs.ohio.gov)

To whom it may concern:

Due to changes in our network, UPS employees assigned to the Middleburg day sort at 17940 Englewood Dr, Middleburg Heights, Ohio 44130 will be separated from employment beginning July 1, 2025, unless otherwise required by the applicable collective bargaining agreement. UPS remains in the above-referenced facility, but this sort closure is expected to be permanent.

There are 98 part-time hourly employees who are expected to be impacted by this sort closure. UPS will attempt to mitigate the impacts by offering work to affected employees in other positions where possible.

This closure will affect union employees. Union employees are represented by the International Brotherhood of Teamsters. There are bumping rights in effect for union employees for this reduction in force. The name and address of the local representative of the International Brotherhood of Teamsters Local 407 is Jim Kilbane – Teamsters Business Agent at 3320 Superior Avenue Cleveland, Ohio 44114.

The information contained in this letter is based on the best information available to the Company at this time. All affected employees who are covered under the Federal Worker Adjustment and Retraining Notification (WARN) Act will be given notice on an individual basis compliant with the Federal WARN requirements. If there are any questions about this planned reduction in force, please reach out to the UPS company contact Raul Simons at [rsimons@ups.com](mailto:rsimons@ups.com) or by phone at 717-974-5564.

Sincerely,

Raul Simons – Human Resources Business Partner Director