

Received: 11/19/2025 @ 7:23pm



November 19, 2025

Via Email and Certified Return Receipt Mail

Ms. Breeyn Handberg
Program Administrator
Ohio Department of Job and Family Services
Dislocated Worker and Rapid Response Unit
30 E Broad Street
Columbus, Ohio 43215
And Ohio Rapid Response Unit
rapdresp@jfs.ohio.gov

Re: Notice of Planned Layoff Due to Plant Closing

To Whom it May Concern:

I am writing on behalf of Phoenix Technologies, LLC to give you notice that its facility at 501 E Poe Rd, Bowling Green, Ohio is conducting a layoff due to the plant closing on November 20, 2025. This layoff and plant closing is expected to be permanent. Phoenix Technologies, LLC took the following measures to avoid this closure, including, but not limited to, cost reductions with suppliers and vendors; negotiated better pricing; reducing expenses and overhead costs.

All employees who will be affected have been notified of their separation date and that their separation from employment will be permanent (see enclosed notice that was provided to affected employees). Those employees are expected to be separated from employment as of November 20, 2025. The total number of laid off employees for this layoff is seven (7).

The following is a list of job titles and number of employees affected in each category:

Shift Supervisor	1
Production Operator	3
Sort/Utility	1
Quality Technician	1
Shipping and Receiving Supervisor	1



The affected employees will receive pay for the full week, or through November 21, 2025. As of November 24, 2025, the affected employees will then receive their full pay and benefits for at least sixty (60) days or January 19, 2026.

There will not be any bumping rights for the affected employees; that is, employees will not be able to displace more junior employees out of their job positions. There is no union representing the affected employees.

Information related to the job titles affected and the number of affected employees in each such job are available at Phoenix Technologies LLC's address listed above in the letterhead.

The affected employees were provided with the enclosed information regarding access to unemployment and other benefits:

- Filing for Unemployment in Ohio
- Director of Wood County Jobs and Family Services
- Workforce Administrator Contact Information
- ODJFS Programs Overview
- ODFJS Local Resources
- ODJFS Housing List
- Medicaid Packet
- SNAP Application

Phoenix Technologies, LLC is providing this notice voluntarily regardless of whether it is required by WARN, whether under federal or state law, and by providing this information, Phoenix Technologies, LLC does not concede that WARN (federal or state) applies or that notice is otherwise required.

If you have any questions or want additional information concerning this matter, please contact Dennis Velkov, Site Manager at 419-353-7738 extension 215 or at the address listed in the letterhead above.

Sincerely,

Dennis Velkov

Phoenix Technologies Site Manager



cc: Honorable Mike Aspacher
Mayor of Bowling Green
305 N. Main Street
Bowling Green, Ohio 43402
bgcity@bgohio.gov

Wood County Commissioners
Mr. Craig LaHote
Mr. Theodore Bowlus
Ms. Doris I. Herringshaw
1 Courthouse Square
Bowling Green, Ohio 43402
Fax: (419) 354-1522
Commissioners@woodcountyohio.gov

Enclosures