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March 3, 2026

**VIA OVERNIGHT DELIVERY AND
ELECTRONIC MAIL**

Breeyn Tarr
Rapid Response & WIOA Adult and
Dislocated Worker Program Administrator
Office of Workforce Development
Ohio Department of Job and Family Services
30 East Broad Street
Columbus, OH 43215
breeyn.handberg@jfs.ohio.gov
rapdresp@jfs.ohio.gov

Re: Announcement of Planned Action

Dear Administrator Tarr:

We are writing to inform you that GXO Logistics Supply Chain, Inc. (“GXO”) will cease its operations on behalf of GXO’s client at the facility located at 202 Park West Drive, West Jefferson, OH 43162 (the “West Jefferson Facility”) no later than May 2, 2026. All operations for the client at the facility will cease, and all employees who perform work for the client at the facility will be impacted. This action is expected to be permanent. The expected date of the separations is May 2, 2026.

All 102 affected employees have been notified of their separation dates and that their separation from employment will be permanent. All impacted employees are expected to be separated from employment on May 2, 2026, or within the 14-day period beginning on that date.

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 positions as a result of this cessation of operations. There is no union representing affected employees.

Attached is a list of all positions and number of employees who will be affected and the anticipated schedule for job losses. If employees’ anticipated termination dates occur after operations at the West Jefferson Facility cease, those employees may have a period of non-working notice, during which they will continue to be paid and participate in applicable GXO benefits.

If you have any questions or want additional information concerning this matter, please contact Meredith Jones, Manager, Human Resources, at (614) 202-8042 or meredith.jones@gxo.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Casey", enclosed in a light gray rectangular box.

Casey Morales
Senior Director, Human Resources

cc: The Honorable Ray Martin (via overnight delivery)
Mayor, West Jefferson
28 East Main Street
West Jefferson, OH 43162

Job Title	Number of Affected Employees	Termination Dates
Analyst, Trade Compliance	2	May 2, 2026 or within the 14-day period beginning on that date
Analyst, Warehouse Management Systems	1	May 2, 2026 or within the 14-day period beginning on that date
Associate Administrator, Office Operations	1	May 2, 2026 or within the 14-day period beginning on that date
Clerk	8	May 2, 2026 or within the 14-day period beginning on that date
Clerk II	4	May 2, 2026 or within the 14-day period beginning on that date
Director, SC Operations	1	May 2, 2026 or within the 14-day period beginning on that date
Inventory Specialist	2	May 2, 2026 or within the 14-day period beginning on that date
Inventory Specialist II	2	May 2, 2026 or within the 14-day period beginning on that date
Janitor	1	May 2, 2026 or within the 14-day period beginning on that date
Lead	8	May 2, 2026 or within the 14-day period beginning on that date
Maintenance Tech II	3	May 2, 2026 or within the 14-day period beginning on that date
Manager, Human Resources	1	May 2, 2026 or within the 14-day period beginning on that date
Manager, SC Operators	3	May 2, 2026 or within the 14-day period beginning on that date
Material Handler	35	May 2, 2026 or within the 14-day period beginning on that date
PIT Operator	18	May 2, 2026 or within the 14-day period beginning on that date
Senior Industrial Engineer	1	May 2, 2026 or within the 14-day period beginning on that date
Senior Manager, SC Site Operations	1	May 2, 2026 or within the 14-day period beginning on that date
Supervisor, Inventory Control	1	May 2, 2026 or within the 14-day period beginning on that date
Supervisor, Maintenance	1	May 2, 2026 or within the 14-day period beginning on that date
Supervisor, Planning	1	May 2, 2026 or within the 14-day period beginning on that date

Job Title	Number of Affected Employees	Termination Dates
Supervisor, Safety	1	May 2, 2026 or within the 14-day period beginning on that date
Supervisor, SC Operations	5	May 2, 2026 or within the 14-day period beginning on that date
Supervisor, Security	1	May 2, 2026 or within the 14-day period beginning on that date