



Received: 8/10/2024 @ 1:35pm

August 9, 2024

Department of Job & Family Services  
30 E. Broad St.  
Columbus, OH 43215  
Via email: [rapdresp@jfs.ohio.gov](mailto:rapdresp@jfs.ohio.gov)

City of Canal Winchester  
45 E. Waterloo St.  
Canal Winchester, OH 43110  
Mayor Joe Steager  
Via email: [jsteager@canalwinchesterohio.gov](mailto:jsteager@canalwinchesterohio.gov)

Dear Sir/Madam:

Regretfully, Pitney Bowes Inc. (the "Company") intends to permanently close its Global Ecommerce facility located at **6111 Bixby Road, Canal Winchester, OH** and the Company will be conducting layoffs as a result of this site closure. The Company expects that the first employment separations related to this closing will commence on October 8, 2024. We are providing you with this notice in accordance with requirements of the Federal Worker Adjustment and Retraining Notification Act of 1988 and similar state and local laws (the "WARN Act") about the closure of this facility.

The Company currently expects that the employment separations related to this closure will commence on October 8, 2024. At least sixty days notification was given to our workers on August 9, 2024, with the estimated separation being October 8, 2024. There are **163** Company employees who will be affected by the facility closure 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. 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](mailto:Demeka.Smith@PB.com).

Very truly yours,  
Demeka Smith  
Human Resources Business Partner



EXHIBIT A

As explained in the August 9, 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 October 8, 2024:

<b>US OH Canal Winchester</b>	<b>163</b>
Administrative Assistant	1
Driver II	1
Driver IV	17
Driver Team Lead IV	1
Equipment Maintenance Tech_Assoc 3	1
Facility Director	1
Facility Manager	1
Forklift Operator	14
Forklift Operator	1
Forklift Operator Assoc 2	1
Forklift Operator_Assoc	1
HR Employee Experience Ambassador	1
HR Generalist_Prof 3	1
Industrial Engineer	1
Lead	6
Lead Industrial Maintenance Technician	1
Lead Package Handler	1
Lead Package Handler 3	6
Loss Prevention and Safety Manager	1
Maintenance Manager	1
Material Handler	1
Material Handler Assoc_1	1
Material Handler TL_Assoc 3	1
Onsite Industrial Maintenance Technician 2	1
Onsite Industrial Maintenance Technician 3	5
Operations Support_Assoc 4	1
Operations Trainer	1
Package Handle 1	1
Package Handler	1
Package Handler	1
Package Handler 1	43
Package Handler 1	2
Package Handler I	6
Package Handler Lead	4
Quality Assurance Lead	2
Senior Operations Manager	1
Shipping Lead	1
Team Lead	4
Transportation Manager	1



Transportation Specialist	2
Warehouse Operations Manager	3
Warehouse Operations Supervisor	8
Warehouse Operations Trainer	1
Warehouse Operations_Supv 1	1
Warehouse Package Handler	7
Warehouse Package Handler	2
Warehouse Package Handler Lead	2