

June 17, 2020

VIA EMAIL

Brian Marcotte
WIOA Dislocated Services Section Manager
Workforce Development - Targeted Services Division
201 N Washington Sq, 5th Floor
Lansing, MI 48913
Email: marcotteb1@michigan.gov

Dear Mr. Marcotte:

Staples, Inc. (“Staples” or the “Company”) has developed plans to reduce its workforce at its facility located at 17187 N. Laurel Park Drive, Suite 220, Livonia, MI 48152. Consistent with these plans, employment separations are expected to occur during a 14-day period beginning on June 19, 2020. This reduction of workforce will affect approximately 61/151 employees. We anticipate that this reduction, when finalized, would be permanent.

This announcement and the above timetable are based on the best information currently available. You will be informed of any significant changes in these plans as additional information becomes available.

To the extent that the above-described event is a covered event under the Worker Adjustment and Retraining Notification Act (WARN), or any other statute, this letter is intended to fulfill any requirements imposed thereunder. By providing this information, however, the Company does not concede that any such provision applies or that notice is required. However, to assist impacted associates in their transition, Staples will be providing those associates pay and benefits in lieu of notice for working days over a 58-day-period.

Should you need further information regarding this matter, please contact HR Services, at 888-490-4747 to assist you.

Sincerely,

Pam Martin

Director, HR Shared Services