



**January 8, 2024**

Mayor Mark W. Myers  
300 S. Madison Ave.  
Greenwood, IN 46142  
[mayor@greenwood.in.gov](mailto:mayor@greenwood.in.gov)

Ashley Gatlin  
Program Director, Rapid Response  
DWD  
10 N. Senate Ave. SE 311  
Indianapolis, IN 46204  
[Warn-notice@dwd.in.gov](mailto:Warn-notice@dwd.in.gov)

Dear Sir/Madam:

Pitney Bowes Inc. (the Company) maintains facilities at 1415 Collins RD, Greenwood, IN 46143. Changing business needs require us to close the Fulfillment operations at this facility permanently, and therefore, we are providing you with this notice in accordance with the requirements of the Federal Worker Adjustment and Retraining Notification Act about the closing of this facility.

The Company officially will close its Fulfillment operations on March 9, 2024. More than sixty days' notification was given to our workers on January 8, 2024, with the estimated first date of separation being March 9, 2024 with terminations expected to continue through March 23, 2024, as we wind down activities. There are **87** Company employees within the Fulfillment operations who will be affected by the closing. There are **20** temporary workers who will be affected by this closing and who received notice from their employers. There are no applicable bumping rights.

The information contained in this letter is based on the best information available to the Company at this time. As permitted by 20 C.F.R. § 639.7(f), the Company maintains other information required by 20 C.F.R. § 639.7(e) on-site and readily accessible. For further information or to review the material required by 20 C.F.R. §639.7(e), Sonya Washington at (463) 701- 3485.

Warmest Regards,

*Sonya Washington*

Sonya Washington  
Human Resources Advisor