



**Grow With Us.**

June 3, 2019

Manager, State Dislocated Worker Unit  
Virginia Employment Commission  
703 E. Main Street  
Room 121  
Richmond, Virginia 23219  
Attention Brett Tavel, Rapid Response State Coordinator  
Fax (804) 819-1699

County Manager's Office  
Henrico County  
P.O. Box 90775  
Henrico, VA 23273-0775  
Fax (804)501-4162

RE: WARN Act Notice

To Whom It May Concern:

This letter is being provided to you in accordance with the Worker Adjustment and Retraining Notification Act ("WARN Act") in order to notify you that Colortree Group, located at 8000 Villa Park Drive, Henrico, Virginia, will be closing some or all of its divisions of the Company. Many of Colortree's approximately 240 employees at this worksite will be laid off as a result. The anticipated closure of certain Colortree divisions, and resulting layoffs, will be permanent. The Company hopes to accomplish this closure with as little disruption as possible to the lives of our employees and the community.

As Colortree just informed its employees, the layoffs will commence immediately on June 3<sup>rd</sup>, 2019. Employees will be paid through that date regardless if the facility or division in which they work closes sooner. Enclosed is a list describing the job titles of all positions affected by the closure and the number of affected employees in each job classification who are subject to the layoff. Again, all potentially affected employees have been notified of the layoff. Bumping rights do not exist. Affected employees are not represented by unions.

If you need further information, please contact William Mack, VP of Human Resources at [wmack@colortree.com](mailto:wmack@colortree.com).

Sincerely,

Pat Patterson  
President and Chief Executive Officer



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LIST OF AFFECTED POSITIONS –

Affected Position Title	Number of Affected Employees
Accounting Manager	1
Accounting Specialist	3
Envelope Machine Adjuster	19
Administrative Asst	3
Advisory Employee	2
Bindery Workers	19
Chief Operating Officer	1
Coordinator	2
Customer Service Representative	8
Custodian	1
CSR Supervisor	1
Die Cutter	13
Digital Lead	1
Digital Operator	4
Digital Prepress Supervisor	1
Director of Operations	1
Director of Sales	1
Director of Strategic Planning	1
Director of Technology	1
Graphic Designer	1
HR Specialist	2
Knife Operator	7
Maintenance Technician	5
Material handler	19
Plating Technician	1
Preplanner	2
Prepress Operator	4
Press Operator Assistant	18
Purchasing/Estimating	10
Senior Accounting	1
Senior HR Generalist	1
Production Supervisor	8
Envelope Machine Tender	36
VP of Human Resources	1
Press Operator	37
Outside Sales	3
VP of Marketing	1