



PO Box 18948  
Reno, Nevada 89511

July 7, 2023

**RE: Advance notice of layoff, 50 employees, under WARN Act**

To Whom it May Concern:

This letter serves as advance notification of employment loss of greater than 50 employees in our company per the WARN Act. Although these employees work remotely in multiple states, work is sourced from two single sites of operations.

PBS West, LLC – Reno, NV operations office  
6980 Sierra Center Pkwy  
Suite 90  
Reno, NV 89502

PBS West, LLC – Corvallis, OR operations office  
938 NW Kings Blvd  
Corvallis, OR 97330

This serves as the minimum 60-day notice required per the Federal WARN Act. This layoff is permanent. There are no unions involved with our company, and no bumping rights are available.

This is due to the significant loss of business our company is experiencing.

The date we anticipate the layoffs will be starting is September 6<sup>th</sup>, 2023.

50 employees are impacted by this layoff. Names and State of employee residence are listed below.

Employees are being provided with support including classes to update resumes, navigating LinkedIn, and HR resources will be available. Employees will also receive communications regarding their final paycheck, medical benefits, and paid time off accrued.

If you have any questions, please contact Lynda Murdock, Executive Director of Human Resources at 775-283-3147 or [hr@pbswest.com](mailto:hr@pbswest.com).