



United States Patent and Trademark Office

Office of the Chief Administrative Officer

October 14, 2025

Gregory Vaughn
Rapid Response State Coordinator
Virginia Employment Commission
5520 Cherokee Ave
Alexandria, VA 22312

Dear Mr. Gregory Vaughn,

In accordance with the Worker Adjustment and Retraining Notification Act (WARN) and applicable Virginia state/agency RIF policy, this letter constitutes formal notice of reduction in force (RIF) within the United States Patent and Trademark Office (USPTO) due to reorganization. Notification letters were mailed to the initial 126 employees effected (68 reside in Virginia), with a RIF starting date of October 9, 2025, and separation date of no earlier than December 9, 2025. Employees were notified verbally and will receive formal mail notifications of their official notice, severance, retirement and/or offer of reassignment information on October 2, 2025.

The agency intends to host a virtual career fair, along with interview and resume skills training to affected employees soon.

The USPTO headquarters office is located at 600 Dulany Ave, Alexandria, VA 22314.

Please feel free to reach out any additional questions at Carolyn.Schad@uspto.gov or (571) 272-7003.

Thank you,

Carolyn Schad
Acting, Human Resources Director
United States Patent and Trademark Office