



October 31, 2025

**Via Email and First-Class Mail**

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Gregory Vaughn

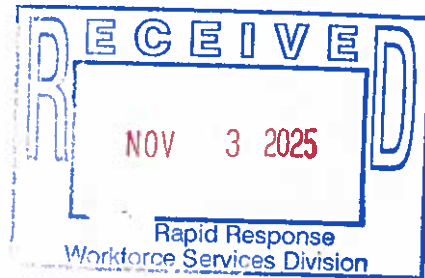
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Bryan Hill

Fairfax County, County Executive

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Dear Sirs:

Pursuant to the Worker Adjustment and Retraining Notification Act, 29 U.S.C. § 2101 *et seq.* (1988), this notice is to inform you that Qbase LLC (the "Company") will be closing an operating unit of employees performing on a specific customer contract (such contract, the "Terminating Contract," and such action, the "Plant Closure"). The impacted employees work remotely, but are designated to the following Company location: 11950 Democracy Dr Suite 650, Reston, VA 20190. The terminations are anticipated to all occur on December 30, 2025, but may extend through January 12, 2026. The Company does not expect to conduct additional phases of separations as part of this Plant Closure.

The Plant Closure will impact all employees who are assigned to the Terminating Contract. A total of 60 employees are affected by the Plant Closure. Listed in Exhibit A are the job titles of the positions to be affected and the number of affected employees in each classification. These separations are planned to be permanent. The Company does not have a job bumping system. There is no labor union representing any of the affected employees.

The name and telephone number of the Company officials to contact for further information are: Davida Gray at [davida.gray@gotyto.com](mailto:davida.gray@gotyto.com) or 703-885-7945; and Crystal Littlejohn at [crystal.littlejohn@gotyto.com](mailto:crystal.littlejohn@gotyto.com) or at 703-885-7946.

Thank you for your attention to this matter.



Sincerely,

*Davida Gray*

Davida Gray  
Vice President People and Culture, on behalf of Qbase LLC



**Exhibit A**

<b>Title</b>	<b>Number of Impacted Employees</b>
Deputy, Operations Manager	1
Service Desk Analyst	8
Service Desk Analyst 1	33
Service Desk Analyst 2	7
Service Desk Analyst 3	5
Service Desk Analyst II	1
Team Lead	2
Team Lead – Level 1	2
Training Coordinator	1