



Via: Electronic Mail (rapid-response@virginiaworks.gov) & FedEx

December 9, 2025

Ms. Malissa Short
Virginia Rapid Response Program Manager
2221 Edward Holland Drive, Suite #500
Richmond, VA 23230



Dear Ms. Short:

Pursuant to the federal Worker Adjustment and Retraining Notification (WARN) Act, this letter serves as formal notice that Richmond Print Group, a Moore company, will be conducting a mass layoff on February 8, 2026, at its facility located at 8000 Villa Park Dr. Richmond, VA 23228.

Due to a business decision to discontinue lettershop production at this facility, all positions associated with these operations will be permanently eliminated. All affected employees have been notified of their separation date and that their separation from employment will be permanent. Those employees are expected to be separated from employment on February 8, 2026. The Mayor of Richmond, Hon. Danny Avula, has also been notified.

The following is a list of the job positions and number of individuals who will be affected by the mass layoff:

Job Title	Number of Affected Individuals
Account Manager	1
Accounting Manager	1
Bindery Operator	1
Cleaning Personnel	1
Client Service Representative	2
Customer Service Manager	1
Digital Press Operator	1
Direct Mail Production Supervisor	1
Director, Commercial Print Supply Chain	1
Estimator	1
Flex Press Operator	1
Folder Operator	4
Folding Machine Operator	3
Inkjet Operator	1
Inserting Machine Operator	8

8000 Villa Park Dr.
Richmond, VA 23228



Inserting Operator	18
Janitorial Worker	1
Lead Mechanic	1
Lead Tech Lettershop	1
Lead Technician	4
Lead Warehouse Materials Associate	1
Lettershop Technician	5
Maintenance Technician	2
Material Handler	2
Press Helper	1
Pressman	3
Print Operations Lead	1
Print Operator	1
Production Control Coordinator	1
Quality Control Inspector	2
Service Desk Specialist I	1
Shift Supervisor	1
Stamp Operator	1
System Administrator / Tier II	1

The company does not give preference to employees with more seniority in its business decisions, and seniority will not be used when determining its layoff schedule. Additionally, no employees are represented by a union.

If you have any questions or need any additional information concerning this matter, please contact me at Administration@RichmondPrintGroup.com or via phone at 785-380-8601.

Regards,

Signed by:

8112B2B056F34F4

Shane Hillmer

Interim President

Richmond Print Group

cc:

Hon. Danny Avula, Mayor of Richmond
900 E. Broad Street, Suite 201
Richmond, VA 23219
RVAmayor@rva.gov
(Sent via FedEx and email)