



7601 Lewinsville Road
McLean, VA 22102
(703)448-7900

March 2, 2026

Via [Certified Return Receipt Mail/Email with Read Receipt]

Brett Tavel
2221 Edward Holland Dr.
Richmond Virginia 23230

Re: Announcement of Planned Mass Layoff Action

Dear Brett:

I am writing on behalf of C² Technologies (the “Company”) to give you notice that there will be a mass layoff within the Company, which will affect the Company’s site located at 7601 Lewinsville Road, Suite 200 in McLean, Virginia on March 6, 2026. This mass layoff is expected to be permanent.

All affected employees have been notified of their separation dates and that their separation from employment is anticipated to be permanent. Those employees are expected to be separated from employment on March 6, 2026.

The following is a list of the job positions and number of individuals who will be affected by the mass layoff on March 6, 2026:

JOB TITLE	NUMBER OF AFFECTED INDIVIDUALS
Graphic Designer	1
Instructional Systems Designer	1

There will not be any bumping rights for the affected employees, that is, employees will not be able to displace more junior employees from their job positions because of this mass layoff.

If you have any questions or want additional information concerning this matter, please contact Felicity Booker, Human Resource Manager, at (703)448-7938.

Sincerely,

Felicity Booker

Felicity Booker
Human Resource Manager