



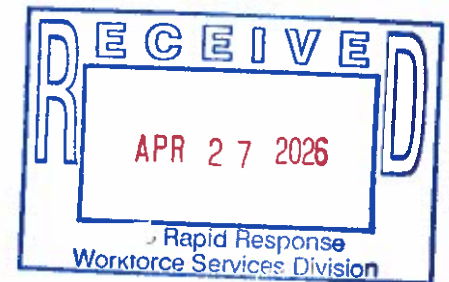
April 27, 2026

**Via Email and Overnight Delivery**

Malissa Short  
Virginia Rapid Response Program Manager | Virginia Works  
[rapid-response@virginiaworks.gov](mailto:rapid-response@virginiaworks.gov)

Brett Tavel, MPA  
State Rapid Response & Special Projects Coordinator | Virginia Works  
2221 Edward Holland Dr.  
Richmond, VA 23230  
[brett.tavel@virginiaworks.gov](mailto:brett.tavel@virginiaworks.gov)

Mark Brickey  
Virginia Rapid Response Program Coordinator | Virginia Works  
121 Cedar Fork Road  
Henrico, Virginia 23223  
[mark.brickey@virginiaworks.gov](mailto:mark.brickey@virginiaworks.gov)



Re: Announcement of Planned Action

Dear Ms. Short, Mr. Tavel, and Mr. Brickey:

We are writing to inform you that GXO Logistics Worldwide, LLC (“GXO”) will cease its operations for a particular client at the facility located at 4000 Technology Ct, Bldg A, Sandston, Virginia 23150 (the “Sandston Facility”) on June 30, 2026. All GXO operations for the client at the Sandston Facility will cease, and all GXO employees who perform work for the client at the Sandston Facility will be impacted. This closure is expected to be permanent. The expected date of the first separations associated with this action will be June 30, 2026.

All affected employees have been notified of their separation dates and that their separation from employment will be permanent. Affected employees are expected to be separated from employment on June 30, 2026, or during the 14-day period beginning on that date.

Attached is a list of the job positions and number of individuals who will be affected by the closing along with the anticipated schedule for job losses.

There will not be any bumping rights for the affected employees; that is, employees will not be able to displace more junior employees out of their job positions as a result of this closure. There is no union representing affected employees.

If you have any questions or want additional information concerning this matter, please contact ShaLa Woods, Senior Manager, Human Resources, at [shala.woods@gxo.com](mailto:shala.woods@gxo.com) or (909) 475-3877.

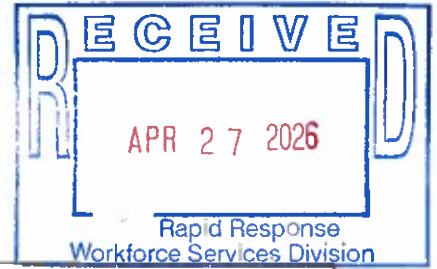


Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Buntaine".

Melissa Buntaine  
Vice President, Human Resources

cc: Hon. Daniel J. Schmitt  
Chairman, Board of Supervisors  
Henrico County Board of Supervisors  
P. O. Box 90775  
Henrico, Virginia 23273-0775  
[brookland@henrico.gov](mailto:brookland@henrico.gov)



**ATTACHMENT**

<b>Job Title</b>	<b>Number of Affected Individuals</b>	<b>Date of Separation</b>
Clerk	1	June 30, 2026 or during the 14-day period beginning on that date
Clerk III	1	June 30, 2026 or during the 14-day period beginning on that date
Customer Service Rep	2	June 30, 2026 or during the 14-day period beginning on that date
Driver CDL	2	June 30, 2026 or during the 14-day period beginning on that date
Inventory Spclst	2	June 30, 2026 or during the 14-day period beginning on that date
Lead	2	June 30, 2026 or during the 14-day period beginning on that date
Lead II	6	June 30, 2026 or during the 14-day period beginning on that date
Logistics Specialist	3	June 30, 2026 or during the 14-day period beginning on that date
Maintenance Tech III	1	June 30, 2026 or during the 14-day period beginning on that date
Manager, Quality	1	June 30, 2026 or during the 14-day period beginning on that date
Manager, SC Operations	2	June 30, 2026 or during the 14-day period beginning on that date
Manager, SC Site Operations	1	June 30, 2026 or during the 14-day period beginning on that date
Material Handler	2	June 30, 2026 or during the 14-day period beginning on that date
PIT Operator	31	June 30, 2026 or during the 14-day period beginning on that date
Quality Spclst	2	June 30, 2026 or during the 14-day period beginning on that date
Senior Generalist, Human Resources	1	June 30, 2026 or during the 14-day period beginning on that date
Supervisor, SC Operations	5	June 30, 2026 or during the 14-day period beginning on that date
Senior Manager, SC Operations	1	June 30, 2026 or during the 14-day period beginning on that date