



September 30, 2024

9/30/2024 @ 4:30pm

Breeyn Tarr

Rapid Response & WIOA Adult and Dislocated Worker Program Administrator

Office of Workforce Development

P.O. Box 182105

Columbus, OH 43218-2105

breeyn.handberg@jfs.ohio.gov

Re: Notice of layoffs pursuant to the Worker Adjustment and Retraining Notification (WARN) Act

Dear Rapid Response Administrator:

In compliance with the Worker Adjustment and Retraining Notification (WARN) Act, this letter is to inform you that kaleo, Inc. will conduct a mass layoff of its sales representatives across the country all of whom report to its headquarters located at 111 Virginia Street, Suite 300, Richmond, Virginia 23219.

This action is expected to be permanent. Approximately 58 employees will be affected. The expected first date of separation is November 30, 2024. All affected employees have been given at least a 60-day notice.

This will result in the layoff of five (5) employees located in Ohio, each of whom works remotely. The Ohio-based employees are:

Department	Title	Number of Employees
Retail Sales	Medical Sales Professional	1
Retail Sales	Sr. Medical Sales Specialist and Field Trainer	1
Retail Sales	National Field Sales Trainer	1
Retail Sales	Sr. Medical Sales Specialist	1
Retail Sales	Sr. Area Sales Manager	1

Kaleo employees are not represented by a union. Employees slated for layoff do not have bumping rights.

If you have additional questions, please contact Elvira Cashel at (804) 545-6360 or via email at HRdept@kaleo.com.

Sincerely,

Elvira Cashel

Vice President, Human Resources