



July 21, 2023

**VIA EMAIL ([ETT.DWD@dhewd.mo.gov](mailto:ETT.DWD@dhewd.mo.gov))**

WARN Coordinator  
Missouri Department of Higher Education & Workforce Development  
Office of Workforce Development  
PO Box 1087  
Jefferson City, MO 65102

Re: Notice of Reduction in Force at Soft Surroundings' Facility in Mexico, Missouri

Dear WARN Coordinator:

This letter is to inform you that Soft Surroundings will conduct layoffs at its distribution center located at 4655 E Liberty St Suite 100, Mexico, MO 65265 ("facility"). The entire facility will close, and the separation from employment is anticipated to be permanent in nature.

Employee layoffs in connection with this action are expected to occur on September 1 and September 15, 2023. Enclosed is a listing of the job titles of positions to be affected, and the number of affected employees in each job classification. Employees will be separated in accordance with the enclosed schedule. Associates were provided with written notification of this action 60 days prior to the expected dates of separation.

The affected employees at this facility are not represented by a union, and there are no applicable bumping rights.

If you have questions or want additional information, please contact me at (314) 812-5216 or [tflong@softsurroundings.com](mailto:tflong@softsurroundings.com).

Sincerely,

Thomas F. Long  
Director of People Culture and Community

## Attachment A

<b>Job Titles</b>	<b>Number Impacted</b>	<b>Separation Date(s)</b>
Packer	31	9/1/2023 and 9/15/2023
Processor	12	9/1/2023 and 9/15/2023
Technician	6	9/1/2023 and 9/15/2023
Specialist	3	9/15/2023
Coordinator	2	9/15/2023
Puller	11	9/1/2023 and 9/15/2023
Materials Handler	3	9/1/2023
Re-Conditioner	1	9/1/2023
Locator	2	9/1/2023 and 9/15/2023
Receiver	3	9/1/2023 and 9/15/2023
Supervisor	5	9/15/2023