



[NOTICE TO CHIEF ELECTED COUNTY OFFICIAL]

February 13, 2025

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Gerald Steen
President, Madison County Board of Supervisors
125 West North Street
P.O. Box 608
Canton, MS 39046
(601) 790-2590

RE: Capstone Logistics, LLC Reduction-in-Force

Dear Supervisor Steen:

On February 11, 2025, Capstone Logistics, LLC announced its decision to conduct a reduction-in-force. As a result, we are providing you the following information:

1. Name and address of employment site:

Capstone Logistics, LLC
554 Nissan Parkway
Canton, MS 39046

2. Name and telephone number of company official to contact for further information:

Emily Proctor
Director of Human Resources
Capstone Logistics, LLC
30 Technology Pkwy SE
Peachtree Corners, GA
Phone: (770) 414-1929

3. Statement regarding status of planned action: The employment losses that will occur are expected to be permanent.

4. Expected date of separations: On April 14, 2025, Capstone will begin terminating employees affected by the reduction-in-force and the employment losses related to this reduction in force will occur as indicated on the attached Exhibit A.

5. Information on positions to be affected: Please see Exhibit A for the job titles of positions affected, the number of affected employees in each job classification, and the anticipated schedule for the same.

6. Bumping Rights: No bumping rights exist.

7. **Union Information:** No affected employees are represented by a union.

If you have any further questions regarding the reduction-in-force, please contact me immediately.

Sincerely,

A handwritten signature in blue ink that reads "Emily Proctor". The signature is written in a cursive, flowing style.

Emily Proctor
Director of Human Resources

Exhibit A- Total of Affected Workers

Job Title	Count of Position
Analyst	1
Clerk	2
Coordinator	1
Generalist	1
Lead	7
Material Handling Equipment Operator	40
Recruiter	1
Scanner	4
Scheduler	4
Supervisor	3
Grand Total	64