



**NOTICE TO ALL HOURLY AND SALARIED EMPLOYEES INCLUDING ALL EMPLOYEES ON
LEAVE, ETC.**

October 12, 2022

Employee Name
Address
City, State ZIP

Dear Name:

It is with great sadness that we announce today that we will be closing our Production and Fulfillment facility and will begin to co-manufacture our products. The reason for this decision is based on an inability to produce at this facility at a rate that is competitive with the industry, which is exacerbating significant financial pressure currently on the business.

Therefore, the Company must implement layoffs at its facility located at 275 W. Lundgren Mill Drive, Sisters, OR 97759. The entire facility is expected to permanently close on approximately December 31st, 2022. There will be different termination dates based on departments, which are expected to be as follows:

- December 12, 2022 – Production and Engineering, Maintenance, and Facilities employees;
- December 31, 2022 – Warehouse, Fulfillment, Inventory employees, as well as some Marketing and Administrative employees; and
- January 31, 2022 – the final group of employees handling the plant wind-down.

We understand that this has great impact on our employees and their families. We will be offering severance benefits to eligible employees as well as coordinating outplacement support to assist you in finding new opportunities. You will receive a packet of information regarding your specific situation today. Also, we are required to point out that there are no “bumping rights” that apply here.

We thank all of our employees for their hard work and dedication. For further information regarding this matter, please contact Dawn Bernhardt, Chief Human Resources Officer at dawn@lairdsuperfood.com or 541-904-4721.

Sincerely,

Jason Vieth
Chief Executive Officer
Laird Superfood, Inc.