

January 30, 2023

***VIA OVERNIGHT MAIL***

West Virginia Dislocated Worker Unit  
Attn: Maureen Persons  
1900 Kanawha Boulevard East  
Building 3, Suite 300  
Charleston, WV 25305

Re: WARN Act Notification of Layoffs

Dear Ms. Persons:

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification Act of 1988 (WARN Act), which requires affected employers to provide notice to certain government units or officials of a pending mass layoff.

Guidehouse Digital LLC's ("Guidehouse" or "the Company") current contract with USCG-C5ISC-Kearneysville is expiring by its terms on March 31, 2023. There are options that could extend the contract through June 30, 2023, but they have not been extended at the time of this writing. In the event Guidehouse is not granted the options, layoffs are expected to commence on March 31, 2023. Accordingly, the Company has provided notice to employees on January 30, 2023.

This letter is to advise you that on March 30, 2023, Guidehouse will permanently reduce the number of employees at 408 Coast Guard Drive, Kearneysville, WV 25430. The number of employees affected is 110. The affected employees do not have bumping rights. The employees on the contract are not represented by a union.

For further information, please contact me at 703-501-7156 or via email at [mlillie@guidehousefederal.com](mailto:mlillie@guidehousefederal.com).

Sincerely,

Michael  
Lillie:A01094E00000174  
FA2EBBF000010D3

Digitally signed by Michael  
Lillie:A01094E00000174FA2EBBF  
E000010D3  
Date: 2023.01.30 09:23:30 -05'00'

Michael Lillie  
Executive Director & FSO  
Guidehouse Digital LLC

**RECEIVED**

Feb 10  
JAN 01 2023

WorkForce West Virginia  
TAA/NDWG Unit