



March 30, 2023

**VIA CERTIFIED CLASS MAIL**  
**RETURN RECEIPT REQUESTED**

**AND VIA EMAIL [info@wdacs.lacounty.gov](mailto:info@wdacs.lacounty.gov)**

Kristina Meza, Assistant Director  
Workforce Development Branch  
County of Los Angeles  
510 S. Vermont Avenue, 11<sup>th</sup> Floor  
Los Angeles, CA 90020

To Whom It May Concern:

This letter serves to advise your office, as the Workforce Development Branch of the County of Los Angeles (similar letters will advise the California WARN Act Coordinator, the City of Los Angeles Economic & Workforce Development Department, the City of Commerce, the County of Los Angeles, and the Local Workforce Investment Board), that based on current and anticipated business needs, 99 Cents Only Stores LLC (“99 Cents” or the “Company”) has determined that it must move forward with layoffs at its Store Support Center, located at 4000 Union Pacific Avenue, Commerce California 90023.

The layoffs are expected to occur on March 30, 2023 and will result in the termination of a total of 72 Company employees. These layoffs are expected to be permanent.

If the Company’s layoffs at this location constitute a mass layoff under the Federal Worker Adjustment and Retraining Notification Act (“WARN”), or a mass layoff or termination under California Labor Code Sections 1400 et seq. (“Cal-WARN”), the Company is providing this notice to you in accordance with the requirements of those statutes.

No bumping rights exist and there is no union representing any of the affected employees. None of the 72 employees are expected to be terminated prior to March 30, 2023. A list of the job titles of the affected employees and the number of employees in each job classification is available at the worksite and in the possession of the individual identified below. It is readily accessible and will be provided to you immediately upon request.

The notice provided to affected employees is attached hereto as **Attachment A**.

For further questions or additional information, please contact:

Reyna Prieto  
Vice President, Human Resources  
99 Cents Only Stores LLC  
4000 Union Pacific Avenue  
Commerce, CA 90023  
Telephone: (323) 881-5730  
Email: [reyna.prieto@99only.com](mailto:reyna.prieto@99only.com)

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Gunn', with a horizontal line extending to the right and a small flourish at the end.

Mark Gunn  
Chief Human Resources Officer  
99 Cents Only Stores LLC

**ATTACHMENT A**

**NOTICE OF LAYOFF TO AFFECTED EMPLOYEES**  
**PURSUANT TO THE WORKER ADJUSTMENT**  
**AND RETRAINING NOTIFICATION (WARN) ACT**



⊕ March 30, 2023

**[VIA CERTIFIED CLASS MAIL  
RETURN RECEIPT REQUESTED]**

**or**

**[VIA HAND DELIVERY]**

[EMPLOYEE NAME]

Dear [EMPLOYEE]: □

Based on our current and anticipated business needs, 99 Cents Only Stores (“99 Cents” or the “Company”) is making changes today that streamline and redesign various roles across our Store Support Center (the “SSC”) to create more seamless coordination and collaboration between our SSC, store and distribution center teams.

This restructuring will result in layoffs at the Company’s SSC, located at 4000 Union Pacific Avenue, Commerce California 90023. These layoffs will take place on March 30, 2023. This notice is being provided to you in compliance with the federal Worker Adjustment and Retraining Notification Act (“WARN”) and the California WARN statute.

Unfortunately, this restructuring will result in the elimination of your position and the termination of your employment with 99 Cents. The Company anticipates the termination of your employment to be permanent. No bumping rights exist.

Today, March 30, 2023, will be the last day that you will be expected to regularly report to work. Your employment, however, will not terminate until May 30, 2023 (“Layoff Date”). Between now and the Layoff Date, you will remain employed with 99 Cents, and you will continue to receive your full pay, less legally required deductions, on your regular paydays, as well as your regular employee benefits, provided that you do not voluntarily resign from the Company and are not terminated for cause prior to your Layoff Date.

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When your employment terminates, you will receive your final pay for any wages you have earned through that date, plus payment for any accrued but unused vacation time through your Layoff Date. If you are currently enrolled in the Company's group medical insurance plan, you will continue to receive these insurance benefits at your normal employee rate until the last day of the month in which your termination occurs. You will receive information regarding your right to continue to receive this group medical insurance for a period of time after that date, at your sole expense, under a federal law known as "COBRA." In addition, if you qualify for a severance package under Company policy, you will receive severance in accordance with that policy. However, if you voluntarily resign from 99 Cents or are terminated for cause prior to your Layoff Date, you will not be eligible for severance.

If you have any questions, please contact Reyna Prieto, Vice President Human Resources, at [reyna.prieto@99only.com](mailto:reyna.prieto@99only.com).

On behalf of 99 Cents, thank you for your dedicated service. We wish you every success in your future endeavors.

Very truly yours,

Mark Gunn  
Chief Human Resources Officer  
99 Cents Only Stores LLC