



September 30, 2024

Jimelle Howard, Administrative Manager  
TAA/Rapid Response Section  
Workforce Development  
Michigan Department of Labor and Economic Opportunity  
P.O. Box 30805  
Lansing, Michigan 48909  
[LEO-RapidResponseCommunications@Michigan.gov](mailto:LEO-RapidResponseCommunications@Michigan.gov)

Re: Notice of layoffs pursuant to the Worker Adjustment and Retraining Notification (WARN) Act

Dear TAA/Rapid Response Section:

In compliance with the Worker Adjustment and Retraining Notification (WARN) Act, this letter is to inform you that kaleo, Inc. will conduct a mass layoff of its sales representatives across the country all of whom report to its headquarters located at 111 Virginia Street, Suite 300, Richmond, Virginia 23219. The reason for the layoff is that the sales function is being outsourced to an unaffiliated third party located in the United States.

This action is expected to be permanent. Approximately 58 employees will be affected. The expected first date of separation is November 30, 2024. All affected employees have been given at least a 60-day notice.


This will result in the layoff of one (1) employee located in Michigan who works remotely. The Michigan-based employee is:

Department	Title	Number of Employees
Retail Sales	Sr. Medical Sales Specialist	1

Kaleo employees are not represented by a union. Employees slated for layoff do not have bumping rights.

If you have additional questions, please contact Elvira Cashel at (804) 545-6360 or via email at [HRdept@kaleo.com](mailto:HRdept@kaleo.com).

Sincerely,



Elvira Cashel  
Vice President, Human Resources