

DEPT. OF LABOR AND  
INDUSTRIAL RELATIONS  
DIRECTOR'S OFFICE

2024 MAR -4 PM 3: 07



TO: Director of Labor and Industrial Relations.  
FROM: Orla McGuinness, Human Resources.  
DATE: February 28, 2024  
RE: Notification of layoff to Director per Haw. Code Rules §12-506-7(b)

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Dear Director,

We regret to inform you that Signature Flight Support LLC (Signature) will not be renewing the service contract it has with the United States Post Office, located at 98 Kapalulu Pl, Honolulu, HI 96819. This contract will lapse on April 28, 2024. To the extent required, Signature informs you of the job eliminations as a result of the contract ending.

Signature's cessation of service to the USPS will lead to 1 salaried and 23 hourly team members' positions being eliminated, and team members laid off and terminated from our company. The 24 positions represent all of the employees at the above address. Each will receive a severance package within their final pay to the extent each chooses to remain employed through that date.

Accordingly, Signature's mail handling facilities will stop operations at the end of the shift on April 28, 2024. Our understanding is that USPS has provided this contract to a new company, but we have not yet been told which company that will be. When we do obtain that knowledge, it is our intent to provide the new company with the names of team members who would like to remain with the operation. If the team members provide permission to Signature, Signature will provide the new company their contact information as well. That new company will begin operations immediately after Signature stops and would likely want to transition some of Signature's existing team members to support its operations.

We will host a series of informational meetings over the next several weeks to help ensure any transition, whether it be to the new company or to stop working in the current roles, to make the transition as seamless as possible. These meetings will be held onsite and will be facilitated by the General Manager, Director, or HR Business Partner.

Should you have any questions please do not hesitate to reach out at any point.

Regards,

*Orla McGuinness*

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