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**PLEASE VERIFY BEFORE SENDING**

Unverified AI draft. Every fact must be checked against the records before use. It is not legal advice. Fill in every [ADD: …] placeholder, set the demand amount, confirm anything marked [VERIFY], and delete this box before sending.

- 1 citation could not be confirmed against the uploaded files (wrong page, or an amount or date not found on that page). It is marked [VERIFY: citation not confirmed].
- Headcount conflict: the company spokesperson said "approximately 140 employees" [news_and_headcount.pdf p.1], while the January 31, 2026 headcount report totals 145 (128 + 11 + 6) [news_and_headcount.pdf p.1]. Both figures are in the letter. Confirm which to rely on.
- Only Ms. Vega's records were provided. The names, positions, pay and benefits records of the other 11 clients are missing ("list to follow" per firm notes), so the letter has placeholders for them.
- The back pay period and the calculation are left as placeholders because the letter does not state a notice period. The table lists per-week and per-month amounts as read. The overtime figure comes from one pay statement (week of January 25 to 31, 2026), so confirm whether overtime was regular before relying on it.
- Replacement coverage premiums total $2,976.00 ($1,488.00 for March 2026 plus $1,488.00 for April 2026). This is my addition as read from the receipt and must be checked. Confirm whether these premiums are claimed as a loss.
- Ms. Vega's note says she started a new job at $21.50 per hour on April 20, 2026 [pay_and_benefits_records.pdf p.1]. It is not in the letter. Decide whether and how to address interim earnings.
- Ridgewell's corporate address was not provided. The only address in the records is the Thornbury Plant, 900 Millrace Road, Thornbury, Maine [closure_notice.pdf p.1]. The letter date, delivery method, firm address, response deadline and demand amount are placeholders.
- Marked [VERIFY]: whether the federal WARN Act and any Maine mass layoff notice law apply, including coverage, notice period and exceptions. The letter states no threshold, period or penalty.
- Ms. Vega's account of what she was told is her unsworn statement. The spokesperson's statements come from a newspaper article. The Easton Hollow plant reference also comes only from that article.

Dorsey Lindgren LLP
[ADD: firm street address]

[ADD: city, state ZIP]
[ADD: phone] · [ADD: email]

[ADD: date]

VIA [ADD: delivery method]

Howard Pell, President
Ridgewell Packaging Corp.
[ADD: street address]
[ADD: city, state ZIP]

**Re: Demand for back pay and benefits, closing of the Thornbury Plant on February 6, 2026; our clients Marisol Vega and 11 other former employees; our file no. [ADD: file number]**

Dear Mr. Pell:

**Introduction**

This firm represents Marisol Vega and 11 other former employees of the Ridgewell Packaging Corp. ("Ridgewell") Thornbury Plant, 900 Millrace Road, Thornbury, Maine [firm notes; closure_notice.pdf p.1]. The names of the other clients are: [ADD: names of the other 11 clients]. Ms. Vega worked at the plant as a Machine Operator III [closure_notice.pdf p.1]. Our clients seek back pay and benefits for the period during which they should have had advance notice of the plant's closing [firm notes]. Please direct all further communication about this matter to me.

**The layoff or closing**

On February 6, 2026, at 2:30 p.m., you issued a memo to all Thornbury Plant employees stating that, effective at the end of that day's first shift, Ridgewell was permanently closing the Thornbury Plant, that all employees at the plant would be separated from employment effective that day, and that second and third shifts should not report [closure_notice.pdf p.1]. The memo gave the reason as the non-renewal of the company's main customer contract [closure_notice.pdf p.1].

Ridgewell's own headcount report dated January 31, 2026 shows 145 employees at the Thornbury Plant: 128 full-time hourly, 11 full-time salaried and 6 part-time [news_and_headcount.pdf p.1]. A company spokesperson, Kara Linwood, confirmed to The Thornbury Ledger that "approximately 140 employees" at the plant were affected [news_and_headcount.pdf p.1]. The same article reports that Ridgewell also operates a plant in Easton Hollow, which remains open [news_and_headcount.pdf p.1].

Ms. Vega received a termination letter dated February 6, 2026, signed by Denise Morrow, Human Resources Manager. It states that her employment ended effective February 6, 2026 because of the permanent closure, and that her group health coverage would end on February 28, 2026 [closure_notice.pdf p.1].

### Notice given

The records show no written notice to employees before February 6, 2026. Ms. Vega states that she received no letter or notice before that date, that the first she heard of the closing was the memo posted at the time clock that afternoon, and that supervisors had told employees that morning to expect a normal week [closure_notice.pdf p.1]. The chronology the records show is:

| Date | Event | Source |
|---|---|---|
| January 31, 2026 | Ridgewell headcount report shows 145 employees at the Thornbury Plant | [news_and_headcount.pdf p.1] |
| February 2, 2026 | Line 4 schedule posted, listing Ms. Vega on first shift, Monday to Friday, for the weeks of February 9 to 13 and February 16 to 20, 2026 | [pay_and_benefits_records.pdf p.1] |
| February 6, 2026 | Closure memo posted at 2:30 p.m.; all employees separated effective that day; Ms. Vega's termination letter issued | [closure_notice.pdf p.1] |
| February 6, 2026 | Per Ms. Vega, no notice received before the memo | [closure_notice.pdf p.1] |
| February 6, 2026 | State labor officials reported as having received no closing notice from Ridgewell as of that Friday | [news_and_headcount.pdf p.1] [VERIFY: citation not confirmed] |
| February 9, 2026 | Ms. Morrow emails Ms. Vega that the company is not offering a severance package or pay in lieu of notice | [news_and_headcount.pdf p.1] |
| February 13, 2026 | Final pay issued; severance or pay in lieu of notice shown as $0.00 | [pay_and_benefits_records.pdf p.1] |
| February 28, 2026 | Group health coverage ends | [closure_notice.pdf p.1; pay_and_benefits_records.pdf p.1] |

### Our client's losses

Ms. Vega's records show the following pay and benefits. The figures are taken directly from her pay statements, benefits statement and receipts.

| Item | Period | Amount | Source |
|---|---|---|---|
| Regular wages, 40.00 hours at $24.80 per hour | Week of January 25 to 31, 2026 | $992.00 | [pay_and_benefits_records.pdf p.1] |
| Overtime, 4.00 hours at $37.20 per hour | Week of January 25 to 31, 2026 | $148.80 | [pay_and_benefits_records.pdf p.1] |
| Employer contribution to medical and dental (employee plus children) | Per month | $1,026.00 | [pay_and_benefits_records.pdf p.1] |

| Item | Period | Amount | Source |
|---|---|---|---|
| Employer-paid life insurance | Per month | $42.00 | [pay_and_benefits_records.pdf p.1] |
| Employer 401(k) contribution | 3% of eligible pay | [ADD: amount for the period] | [pay_and_benefits_records.pdf p.1] |
| Continuation coverage premium paid by Ms. Vega | March 2026 | $1,488.00 | [pay_and_benefits_records.pdf p.1] |
| Continuation coverage premium paid by Ms. Vega | April 2026 | $1,488.00 | [pay_and_benefits_records.pdf p.1] |

**Total continuation coverage premiums paid (as read from the receipts): $2,976.00**

Back pay and benefits for the period without notice: [ADD: calculation of back pay and benefits]. Ms. Vega's posted schedule shows she was scheduled to work through the week ending February 20, 2026 [pay_and_benefits_records.pdf p.1]. Her final pay, issued February 13, 2026, covered hours worked from February 1 through February 6, 2026 and 46.00 hours of accrued vacation, with no severance or pay in lieu of notice [pay_and_benefits_records.pdf p.1]. Her last 401(k) employer contribution posted on February 13, 2026 [pay_and_benefits_records.pdf p.1].

The corresponding records and calculations for our other 11 clients are: [ADD: pay and benefits records and calculations for the other 11 clients].

**Demand**

On behalf of our clients, we demand payment of [ADD: demand amount], representing back pay and the value of benefits for the period during which our clients should have received notice. Please respond in writing by [ADD: response deadline].

We also ask that Ridgewell preserve, and not alter or destroy, all records relating to the Thornbury Plant closing. These include headcount and employee lists, records of the decision to close the plant and its timing, layoff and separation records, any notices sent or considered for employees or government agencies, and payroll and benefits records for all affected employees.

**Federal and state rules**

The federal Worker Adjustment and Retraining Notification Act (WARN Act) may apply to these events [VERIFY]. [VERIFY: whether the employer and the layoff are covered, the notice period and any exceptions under the federal WARN Act]. Maine may also have its own mass layoff notice law: [VERIFY: Maine mass layoff notice law, if any]. Our clients reserve all rights and remedies under any applicable federal or state law.

Sincerely,

Samuel T. Dorsey
Dorsey Lindgren LLP