



November 22, 2019

**VIA EMAIL**

Re: Layoff Notification

Dear Employee:

WeWork Companies, Inc. (the "Company") is conducting layoffs at the following New York locations: 115 W 18th St, New York, NY 10011; 85 Broad St, New York, NY 10004; 3537 36th St, Astoria, NY 11106; 53 Beach St, New York, NY 10013; 12 E 49th St, New York, NY 10017; 1450 Broadway, New York, NY 10018; 609 Greenwich St, New York, NY 10014; 54 W 40th St, New York, NY 10018; 500 7th Ave, New York, NY 10018; 205 Hudson St, New York, NY 10013; 154 W 14th Street, New York, NY 10011; 175 Varick St, New York, NY 10014; 1619 Broadway, New York, NY 10019; 115 Broadway, New York, NY 10006; 160 Varick St, New York, NY 10013; and 125 Maiden Ln, New York, NY 10038. These locations include the location at which you work. This action is expected to be permanent. None of the affected employees are represented by a union. Because none of the affected employees are union members, they have no bumping rights.

Your position will be among those affected by this action. Accordingly, and pursuant to any requirement that might exist under the federal Worker Adjustment Retraining and Notification Act ("WARN") or New York State Worker Adjustment Retraining and Notification Act ("NY WARN"), this letter is to inform you that your employment is expected to be terminated on February 21, 2020 unless otherwise agreed between you the Company (your "Termination Date").

You are also hereby notified that, as a result of your employment loss, you may be eligible to receive job retraining, re-employment services, or other assistance with obtaining new employment from the New York State Department of Labor or its workforce partners upon your termination. You may also be eligible for unemployment insurance benefits after your last day of employment. Whenever possible, the New York State Department of Labor will contact your employer to arrange to provide additional information regarding these benefits and services to you through workshops, interviews, and other activities that will be scheduled prior to the time your employment ends. If your job has already ended, you can also access reemployment information and apply for unemployment insurance benefits on the Department's website or you may use the contact information provided on the website or visit one of the Department's local offices for further information and assistance.

From November 22, 2019 until your Termination Date, you will remain an employee of the Company but shall not report to work. During this period, you shall remain available as needed for transition matters relating to your responsibilities, but only report to work if specifically requested by your manager. You will continue to receive your current salary and benefits throughout the remainder of your employment with us. If you begin other employment during this period, you must immediately inform the People Help Desk at [REDACTED]; your employment will terminate and your salary and benefits shall cease as of that date. In connection with your employment loss, you may also be eligible for severance benefits pursuant to the WeWork U.S. Employee Severance Plan.

Nothing in this letter alters your at-will employment status. The information contained in this letter is based on the best information available to the Company at this time. If you have any questions or would like further information, you may contact People Help Desk at [REDACTED] or me directly at [REDACTED].

Sincerely,

*Thomas Osmond*

Tom Osmond

Chief Operating Officer, Human Resources