



November 22, 2019

VIA EMAIL

Re: **Employment Transition Notification**

Dear Employee:

WeWork Companies, Inc. (the “Company”) will be transitioning certain employee functions at certain of its New York facilities, located at 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; 620 Avenue of the Americas, New York, NY 11215; 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 St, New York, NY 1001; 175 Varick St, New York, NY 10014; 1619 Broadway, New York, NY 10019; and 115 Broadway, New York, NY 10006; 160 Varick St, New York, NY 10013 (the “Facilities”), to be performed by JLL, ABM, and/or Unity beginning December 9, 2019. The Company expects affected employees at the Facilities will receive (or have already received) employment offers from JLL, ABM, and/or Unity. Affected employees who accept such offers by November 25, 2019, will transition to and become employees JLL, ABM, and/or Unity effective December 9, 2019. The Company expects that affected employees who do not accept such offers by November 25, 2019, or who rescind after acceptance, will be separated from employment with the Company on February 20, 2020 (the “Termination Date”).

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, if you have not already accepted and choose not to accept an employment offer from JLL, ABM, or Unity by November 25, 2019, or if you choose to rescind after acceptance, then your employment with the Company is expected to be terminated on the Termination Date.

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. None of the Facilities will be closed entirely as a result of this action.

You are also hereby notified that, as a result of your employment loss (if you choose not to accept, or choose to rescind after acceptance, an employment offer from JLL, ABM, or Unity), 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.

Should you choose not to accept an employment offer from JLL, ABM, or Unity by November 25, 2019, or should you choose to rescind after acceptance, then from that date 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 as of that date. Because you have been or will be offered employment by JLL, ABM, or

Unity you are not eligible for an offer of severance benefits from the Company.

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,

A handwritten signature in black ink that reads "Thomas Osmond". The signature is written in a cursive, slightly slanted style.

Tom Osmond  
Chief Operating Officer, Human Resources