

To: Distribution

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Leesburg Learning Center Update

Today we begin a new journey in learning. After 40 years, Xerox will fully vacate our training facility at the National Conference Center (NCC) in Leesburg, VA and relocate to two locations. The classrooms and equipment labs will move to Webster, NY building 209 and the offices will move to a new location in Loudoun County, VA.

After being in the same location for many years the question of “why move?” is being asked. There, of course, are financial motivations including relocating the majority of our footprint into Xerox owned space and downsizing the rest. However, there are also many synergy opportunities to be had as well. By locating our training facility in Webster we become co-located with the Gil Hatch Center, iGen Customer Training, the OSBG Competitive Lab, Technical Service Training as well as having access to many Xerox subject matter experts and company executives located in the Rochester area. The intent is to create a modern, collaborative learning environment that includes classrooms and equipment labs.

The employees who currently report to the Leesburg Office will relocate to another Loudoun County, VA office. That location will be announced separately. Instructors and other personnel should anticipate travel to Webster or other locations as required.

The current lease at The National Conference Center ends on December 31, 2014. US Learning and Development will continue to run classes there through October 2014. The last two months of the year will be dedicated to relocation activities. We will announce a grand opening date of the new facility at a later time.

Please feel free to reply with any questions.

Distribution:

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