

LETTERHEAD

[Insert name]
[Insert address]

Dear **[Insert name]**,

On August 10, 2013, an unencrypted, password protected, Republic Services' ("Republic") laptop was stolen from a Republic employee's home during a burglary. We learned of the incident on August 11, 2013. The laptop contained certain personal information about current and former Republic employees including name and social security number.

Immediately upon discovering the theft, a report was filed with the Maricopa County Sheriff's Department and an investigation is underway. We are not aware of any improper access or use of the personal information contained on the laptop. Nonetheless, we are sending this advisory to you and other individuals whose personal information may have been contained in the laptop to make you aware of this incident so that you can take steps to protect yourself and minimize the possibility of misuse of your information. In an abundance of caution, we also are making credit monitoring services through Experian available to you free of charge for 12 months. For more information please see the next page.

We recommend you remain vigilant to incidents of fraud and identity theft by reviewing account statements and monitoring your credit reports (a free copy of which may be obtained from www.annualcreditreport.com). Additionally, you may obtain information about preventing identity theft by contacting one of the below:

- All three national credit-reporting agencies: Equifax, Experian, and TransUnion. The credit-reporting agencies may be reached at: Equifax, P.O. Box 740256, Atlanta, GA 30374, (800) 525-6285, www.equifax.com; Experian, P.O. Box 9554, Allen, TX 75013, (888) 397-3742, www.experian.com/consumer; TransUnion, P.O. Box 2000, Chester, PA 19022, (800) 888-4213, www.transunion.com.
- The Federal Trade Commission ("FTC"): The FTC can be reached at Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW Washington, DC 20580, www.ftc.gov, www.consumer.gov/idtheft, or by calling (877) 438-4338.

We sincerely apologize for this situation and any inconvenience it may cause you. We treat all sensitive employee information in a confidential manner and are proactive in the careful handling of such information. We continue to assess and modify our privacy and data security policies and procedures to prevent similar situations from occurring.

If you have questions concerning the incident, please call **[Insert toll free telephone number/contact information]**.

Sincerely,

[Insert name and title]