

Retiree & Former Employee Letter

February 14, 2023

Dear Avaya Retirees and Former Team Members,

Avaya has taken a giant leap forward in our business transformation – we have reached an agreement with our financial stakeholders that will eliminate more than 75% of our debt, substantially increase our cash and strengthen our liquidity position.

This financial restructuring is a positive and significant milestone for Avaya, marking the successful culmination of months of constructive discussions with our financial stakeholders. It is also the last major step in our transformation journey, which includes initiatives we have already implemented to enhance our strategy and operations.

To implement the financial restructuring as quickly and efficiently as possible, we are utilizing an expedited prepackaged Chapter 11 process in the U.S. Because we have support from an overwhelming majority of our lenders as part of a Restructuring Support Agreement, we expect to complete this process within 60 to 90 days.

Here are important points you should know:

- This process is not expected to have any impact on your benefits.
- We do not intend to make any changes to your monthly pension benefits or your current retiree health and life insurance benefits during the financial restructuring process.
- Assets in your 401(k) account are held in a protected trust and will not be impacted by this process.
- Other post-employment benefits are expected to continue as normal during this process.
- Avaya is continuing to operate as normal, and we have substantial liquidity to run our business throughout the restructuring process and beyond.

I am confident the steps we are taking will position Avaya for long-term success and are in the best interests of Avaya and our key stakeholders, including you.

We will continue to keep you informed as we move forward. You can find additional information, including FAQs and a fact sheet, on our restructuring website at www.AvayaRestructuringInfo.com.

Thank you for your contributions to Avaya and I wish you all the best in your retirement and other endeavors.

Best,

Alan Masarek
Chief Executive Officer