March 16, 2020

Daenerys Targaryen

1234 Red Keep Dr

Westeros, TX 78626

Dear Daenerys,

In light of the current COVID-19 pandemic and resulting economic impact, Westeros Dental Clinic is facing significant financial difficulties due to mandated office closures. After reviewing our options, we have sadly concluded that we must make some difficult personnel decisions

Westeros Dental Clinic is implementing a temporary furlough of certain positions. This letter is to confirm that your position is included in this furlough and as such, you are being placed on a temporary, unpaid leave of absence, beginning March 31, 2020. It is currently unknown when this furlough will conclude, as it is dependent upon when state and local authorities will lift the restrictions on dental practices. It is important to note that your employment continues to be at-will during this furlough and nothing in this notice or other furlough communications is intended as an express or implied contract.

During this furlough period, your health insurance benefits will remain in place at the practice’s expense. We will allow you to utilize any available PTO benefits, the balance of which is currently at 28.5 hours. However, until further notice all future Paid Time Off and holiday benefits will be suspended; you will not continue to accrue additional PTO hours during this absence.

There are no guarantees in these unbelievable circumstances. However, if we are able to reopen the practice in the near future and resume business as usual – barring any continued financial hardships for the practice – we will not hesitate to resume your typical schedule at your current rate of pay.

We want you to know that you have the right to apply for unemployment benefits with our state labor department. As this is a furlough due to circumstances outside of anyone’s control, we will not contest your benefits application. If you need assistance applying for benefits, please let us know.

We understand that you may be required to seek alternative employment during this time. We would be more than happy to provide a positive reference for you. Please have any potential employers contact me personally at drjon@westerosdental.com and notify us immediately of your voluntary resignation if you accept employment elsewhere.

We are heartbroken that these unforeseen circumstances led us to this decision and are hopeful that there will soon be a way to resume dentistry as usual.

Thanks,

Dr. Jon Snow