March 16, 2020

Daenerys Targaryen

1234 Red Keep Dr

Westeros, TX 78626

Dear Daenerys,

In light of the current COVID-19 pandemic, Westeros Dental Clinic is facing significant financial difficulties due to precautionary office closures. After reviewing our options, we have sadly concluded that we must immediately reduce our number of team members.

It is with deepest regret that I inform you that your position as a Dental Assistant at Westeros Dental Clinic will be eliminated effective March 16, 2020. This layoff has absolutely nothing to do with your performance as a member of our team and we will do anything we can to assist you during this time.

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 re-instate your position at your current rate of pay and current accrued benefits.

To ease this transition for you, Westeros Dental Clinic will pay out your accrued PTO benefits, the balance of which is currently at 28.5 hours.

We want you to know that you have the right to apply for unemployment benefits with our state labor department. As this is a layoff and not a termination for cause, 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.

Please accept our appreciation for your contributions as a team member of Westeros Dental Clinic. We are heartbroken that these unforeseen circumstances led us to this decision and are hopeful that there will soon be a resolution.

With deepest regrets and wishing the best for you,

Dr. Jon Snow