April 30, 2020

Ms. Arya Stark

1356 North Wall Dr

Winterfell, TX 78613

**RE: Notice of Recall**

Dear Arya,

I hope this notice finds you safe and well during this unprecedented time. With the Governor’s recent announcement allowing dental practices to resume treating patients beginning May 1st, we are pleased to announce Westeros Dental Clinic has begun employment recall procedures.

Per our previous notice, you were furloughed/laid off on March, 29, 2020, at which time we had no work available for. I am pleased to notify you your position of Registered Dental Assistant is now available, and this is your official recall notice.

We will begin treating patients on May 11, 2020; however, given the updated safety protocols we are implementing, we are asking team members to return to work prior to that date for training. Please report to the office on Wednesday, May 5th by 8am and go directly to the reception area for our team meeting.

Your hourly rate and benefits eligibility will be the same as it was prior to the furlough date. We anticipate your weekly schedule to resume as it was previously, with an average of 36 hours per week scheduled. **OR** Due to a currently limited patient capacity, we anticipate your weekly schedule to be less than it was previously, with an average of 16 hours per week scheduled.\*

You must respond to this notice no later than May 3rd, 2020 to confirm your receipt of this notice and your intention to return to work. Should you not report to work on the day and time indicated above, we will consider that action as a refusal of recall and job abandonment. If you have been advised to isolate by a healthcare provider or have childcare-related reasons for being unable to return to work, please contact me as soon as possible to discuss available options.\*\*

Please do not hesitate to contact me with any questions you may have regarding this notice. We look forward to working with you again!

Sincerely,

Dr. Tyrion Lannister, DDS

lannister@westerosdental.com

512.876.4866

\*If you recall an employee who was previously working full-time hours for a part-time schedule, they may be eligible to continue claiming UI benefits. Seek guidance from an attorney or HR Consultant before recalling employees from furlough or rehiring those who were temporarily laid off.

\*\*If an employee has a legitimate reason for being unable to return to work (ex: childcare, instructed to isolate by a healthcare provider) they may still be eligible for UI benefits. Seek guidance from an attorney or HR Consultant before recalling reporting to the state that an employee refused to resume their schedule upon recall.