

The purpose of this letter is to formally notify you that your position as is being eliminated temporarily due to the COVID-19 pandemic and resulting Centers for Disease Control recommendations for social distancing and the American Dental Association suggestions that all elective and non-emergency procedures be postponed. Your last official day of work will be . Your salary and benefits will continue at the current level until your last day of work. Please be assured that this action in no way reflects dissatisfaction with your job performance.

The length of the furlough is unknown at this time, however, your expected return date is approximately 10 weeks from your last day of work. We will do our best to provide current information as our organization moves to have employees come back to work. Furloughs are a company-initiated short-term temporary unpaid leave of absence. The furlough period and provisions may be changed or terminated at the sole discretion of the Company, and does not create any employment contract, express or implied.

During the furlough period, your health and welfare benefits will continue (if applicable), and will accrue at employee cost during this time. Benefit cost repayments will be required upon potential return to work, if applicable. If you do not return to work, you will not be billed for the benefit premiums accrued. If you have a final paycheck, the Company will deduct any premiums in arrears that it is able to, and anything outstanding beyond that amount will not be billed back

During the furlough period, you may file for unemployment compensation. Please refer to the Arkansas Department of Workforce Services' guidelines for unemployment compensation regarding specific details and provisions surrounding application, eligibility, and collection of benefits.

Thank you for your contributions to our company. If I can offer assistance, please contact me.

Sincerely,