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8 February 2022

Anushalakshmi (Anusha) Veerappan
1 Powercourt Drive
Flatbush
Auckland

022 103 6558
anushasays@outlook.com

Dear Anusha,

Re: PERMANENT EMPLOYMENT AGREEMENT

Total Health Dentistry (THD) is pleased to offer you a **permanent full time employment agreement on a wage basis** for the position of **Senior Dental Assistant**.

A significant portion of your role is being a Treatment Co-ordinator. It requires many skills including great communication, good dental knowledge and promotion of THD's implant/crown and dentistry procedures.

At THD it is essential that all employees work as a team and therefore it is a requirement that all staff have training to be able to complete any duties undertaken by other staff members. If you feel you need training in any areas please let us know so we can allocate time for training.

This letter, including Schedule One, and the enclosed documents set out your personal employment details. Please take the opportunity to read these documents carefully and ensure that you have a full understanding of them before signing them. You are entitled to a reasonable opportunity to seek independent advice regarding the terms and conditions of your employment. We encourage you to do so.

The Position Description of Senior Dental Assistant is current but as your role develops and grows we will review the list and add/delete tasks as required, with your agreement.

We ask that you take a day to consider these employment offer documents (after which date this offer may expire.) If you wish to accept this offer of employment, please sign and return the following to us:

1. One signed copy of this Letter of Offer and attached Schedule/s
2. One signed copy of the Individual Employment Agreement
3. One signed copy of the Position Description

If you require further time to consider these documents or wish to raise any issues about these documents, please let us know.

So there can be no confusion if as you read these documents, for any reason the terms and conditions of your Individual Employment Agreement and this Letter of Offer and Schedule One should differ, the Letter of Offer and Schedule One will take precedence over the Individual Employment Agreement.