



March 6, 2017

**Garcia, Jose
545056
Customer Service Representative
Ready Call Center
Burrell Boom**

Dear Jose,

This is to inform you that you are receiving a Written Warning for not completing your scheduled 18 hours for the week Feb 27-Mar 5, 2017.

Supervisor	Last Name	Login	Hours Planned	Hours Delivered	Missing Hrs
Hoare George	Garcia Jose	545056	18:00:00	14:57:34	3:02:26

Please take this warning seriously as a 3rd offense is a Suspension from Human Resources.

**Angelique Frazer
Training Manager**