



**May 17<sup>th</sup>, 2017**

**Dear Seleny Chan,**

You were issued a **Verbal Warning (1)** for your failure to deliver your scheduled forty five (45) hours for the week of May 8<sup>th</sup>-14<sup>th</sup> 2017.

Please note that you are now on ninety (90) days probation for **“Missing Hours”**. If you fail to deliver your **Scheduled Hours** for any week within the next ninety (90) days, further disciplinary action will be taken.

Sincerely,

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Septimus Ritchie  
**Shift Manager**  
**Ready Call Center**

13 ½ Miles Phillip Goldson Highway  
Burrell Boom, Belize  
Tel: 228-0010/2280011