



May 11th, 2017

Dear Jenny Lewis,

You were issued a **Verbal Warning (1)** for Abandoned shift on May 12th 2017 without any approval from Management .

Please note that you are now on ninety (90) days probation for **“Shift Abandoned”**. If you **Abandoned Shift** without proper approval within the next ninety (90) days, further disciplinary action will be taken.

Sincerely,

Adeolu kemiki
Shift Manager
Ready Call Center

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