



February 20, 2017

**Baiza, Benny
545162
Customer Service Representative
Ready Call Center
Burrell Boom**

Dear Benny,

This notification is to inform you that you are receiving a Warning for not completing your scheduled 45 hours for the week Feb 13-19, 2017.

As seen below, you had 5:17:43 minutes missing due to being absent on Wednesday Feb 15th, 2017.

Name	Login	Hours Planned	Hours Delivered	Missing Hours
Baiza Benny	545162	45:00:00	39:42:17	5:17:43

Please take this warning seriously as your adherence is very important towards your trainer being able to delivered her required hours

**Angelique Frazer
Training Manager**