



**May 16<sup>th</sup>, 2017**

**Quime Reyner  
54522  
Customer Service Representative  
Ready Call Center  
Burrell Boom**

**Dear Reyner,**

This is to inform you that you will be receiving a 1<sup>st</sup> warning for not meeting the requirement of 90% and above in adherence for the week of May 8<sup>th</sup> – 14<sup>th</sup>. You have 4 weeks overall below 90% within the last 12 weeks.

**Your score is 81.98%.**

Please note that you are allowed to have 3 weeks of failure within a 12 weeks period. If that is being exceeded to the 4<sup>th</sup> week of failure a suspension will be process.

**Angela Hinds  
Workforce Manager**