

January 19, 2017

Ku, Armando 545502 Customer Service Representative Ready Call Center Burrell Boom

## Dear Armando,

This is to inform you that you are receiving a  $3^{rd}$  warning for not meeting the requirement of 90% and above in adherence for the week of Jan  $9^{th}$ - $15^{th}$ .

Your score is 74.3%.

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