



May 17th, 2017

Dear Latifa Austin,

You were issued a **1st Warning** for your failure to deliver your scheduled forty five (45) hours for the week of May 8th-14th 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,

Septimus Ritchie
Shift Manager
Ready Call Center

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