

## **February 16, 2017**

Martinez Milton
545227
Customer Service Representative
Ready Call Center
Burrell Boom

## Dear Milton,

This is to inform you that you are receiving a  $2^{nd}$  warning for not meeting the requirement of 90% and above in adherence for the week of Feb  $6^{th}$ -  $12^{th}$ .

## Your score is 85.1%.

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