



**May 23<sup>rd</sup>, 2017**

**Young Joel  
545022**

**Customer Service Representative  
Ready Call Center  
Burrell Boom**

**Dear Joel,**

This is to inform you that you will received a 1<sup>st</sup> warning for not meeting the requirement of 90% and above in adherence for the week of May 15<sup>th</sup>- 21<sup>st</sup>. You have 3 weeks overall below 90% within the last 12 weeks.

**Your score is 73.4%.**

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**