



June 2, 2017

Dear Melony Reynolds,

You were issued a **2nd Warning** for overspending your schedule break for the week of May 22nd -28th 2017.

Please note that you are now on ninety (90) days probation for **“Break Offender”**. If you fail to maintain your **Scheduled Break** 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