

June 4, 2017

Dear Dean Hemsley,

You were issued a **Verbal Warning** for your failure to deliver your scheduled forty five (45) hours for the week of May 22 nd- 28^{th} 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