



May 9th, 2017

**Westby Elisha
545172
Customer Service Representative
Ready Call Center
Burrell Boom**

Dear Elisha,

This is to inform you that you are receiving a 2nd warning for not meeting the requirement of 90% and above in adherence for the week of May 1st - 7th. You have overall 2 weeks below 90% within the last 12 weeks.

Your score is 69.3%.

Please note that you are allowed to have 3 weeks of failure within a 12 weeks period. If that is being exceeded to the 4th week of failure a suspension will be process.

**Angela Hinds
Workforce Manager**