

May 16th, 2017



**Conorquie4 Lisa
545487
Customer Service Representative
Ready Call Center
Burrell Boom**

Dear Lisa,

This is to inform you that you have 4 weeks below 90%. Please ensure to adhere to your schedule shift. You didn't meet the requirement for May 8th- 14th.

Your score is 55.22%.

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**