



**May 24<sup>th</sup>, 2017**

**Dear Darlene Crawford,**

You were issued a **Verbal Warning (1)** for your failure to deliver your scheduled forty five (45) hours for the week of May 15<sup>th</sup> - 21<sup>st</sup> 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,

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Adeolu Kemiki  
**Shift Manager**  
**Ready Call Center**

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