



May 4, 2017

**Windsor3 Sandford
545173
Customer Service Representative
Ready Call Center
Burrell Boom**

Dear Sandford,

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 April 24th-30th.

Your score is 75.0%.

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**