Outlook

RE: Request for Written Statement Regarding Monday.com Report

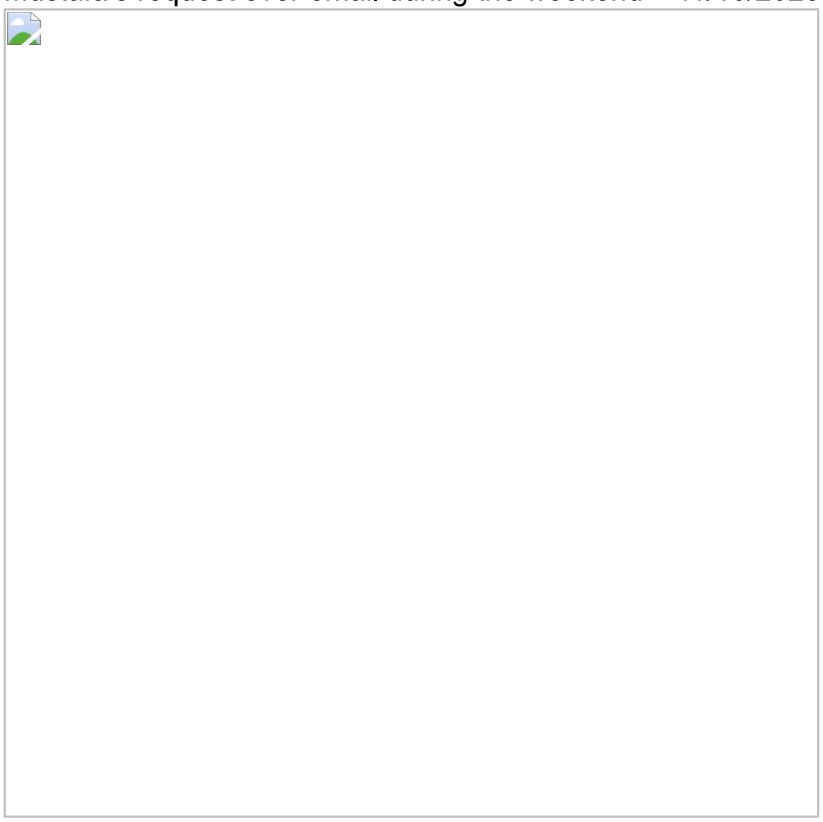
From Diksha Nayyar <diksha.nayyar@londonisthospitality.com>
Date Wed 15/10/2025 10:46
To Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>
Cc Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>

Dear Anna,

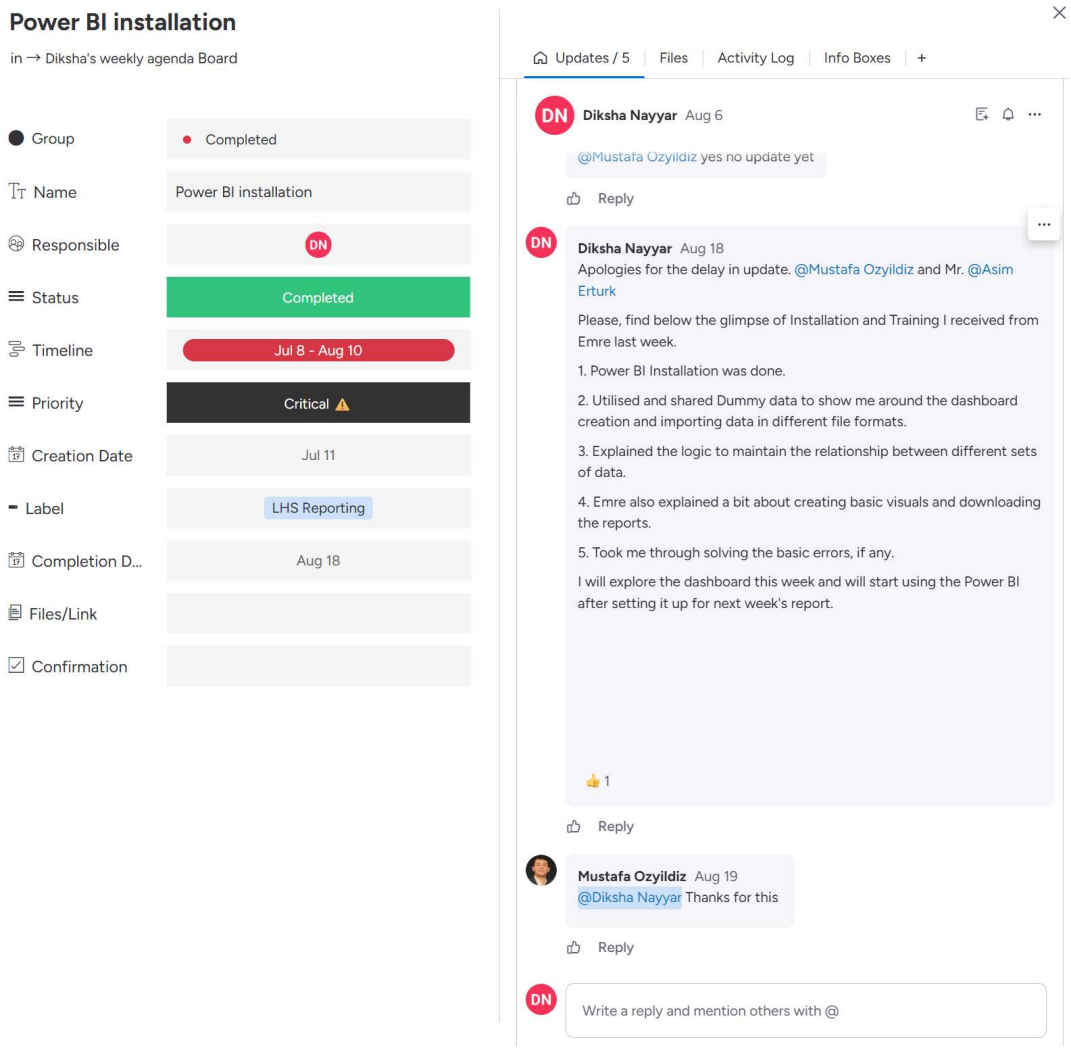
Hope you are well.

Please, find the revised response as below.

PART A
Mustafa's request over email during the weekend – 11/10/2025



My update from Monday.com on the same was recorded om 18/08/2025



PART B

Screenshot shared regarding contract. Out of 4 contracts only 1 contract was to be sent as the other sales were not eligible for the contract. In terms of AXO, Abhishek directly sent the word doc to the concerned person yesterday as I mentioned earlier. I am not currently involved in this contract at the moment if anything was sent incorrectly. Also, please let me know if I misunderstood the question and I will provide my response accordingly.

PART C

I accept that I didn't update my weekly agenda on Monday.com for 2 weeks because I accessed the Hospitality dashboard directly on Mobday.com to

- Update the client list and renewed contract values.
- Marketing creatives were updated and uploaded directly on Hospitality dashboard.
- Marketing agenda was provided to Ilgin over email every week tagging Mustafa and Dateme in it.
- I had Amazon A plus content to be finished by end of December which I have already completed last month and this also I sent over the email.
- My weekly reports were on pause and I had put the deadline for all for a later date in my previous week's agenda.

And I have updated it all in my recently updated weekly agenda. I am not too sure why its showing my absence for 20 days where I am certain that I have only missed my weekly agenda for 2 weeks which is now amended in this week.

Please, let me know if more clarification is required and I will do the needful promptly.

Many Thanks!
Kind regards



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From: Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>
Sent: 15 October 2025 14:18
To: Diksha Nayyar <diksha.nayyar@londonisthospitality.com>
Cc: Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>
Subject: Re: Request for Written Statement Regarding Monday.com Report

Dear Diksha

Thank you for your response.

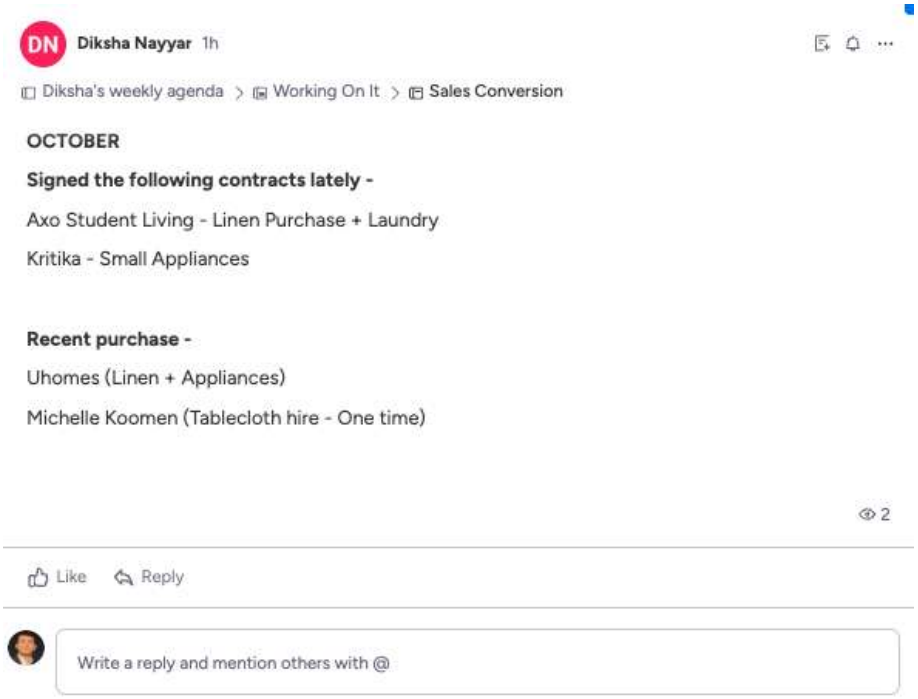
However, for the sake of clarity and completeness, I would like to draw your attention to the below picture, which refers to the specific Monday.com report I was referring to and mentioned in Mustafa's email "Reporting at Monday" sent to you on 12.10.25.
Kindly review your answers in light of this reference to ensure they correctly addressed.

Additionally, it has been noted that you have not accessed your Monday.com board for over 20 days. Could you please clarify the reason for this?

Kindly provide your updated and complete response by tomorrow, **16.10.25 at 1PM (UK time)** to allow us to proceed accordingly.

Thank you in advance for your cooperation and understanding.

Kind regards,



Anna Maria Allorio

HR and Admin Officer www.londonist.co.uk



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From: Diksha Nayyar <diksha.nayyar@londonisthospitality.com>
Sent: 14 October 2025 22:27

To: Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>
Cc: Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>
Subject: RE: Request for Written Statement Regarding Monday.com Report

Dear Anna,

Hope you are doing well.

I would like to inform you that before I took the flight on Friday, I had so many tasks to complete and since the reports are old, I am trying to catch up the old data which is comparatively little more time consuming.

I had received a message from Mustafa during weekend to update the Monday.com and I have already updated it all on Sunday and informed him as well. Monday I was off.

In terms of report inaccuracy, I have not submitted any report yet. So, I am not very sure about data inaccuracy. I am finishing my sales and marketing report which also consist of Amazon data for the month of August right now and sending to Mustafa before morning.

Lastly, for client contract. It was supposed to be sent to AXO and I have been chasing Abhishek since weekend only if the document is ready for review and sending it but Abhishek has sent the word doc draft of the contract to the client, so that he can check it himself for any amendments and then we will send the contract.

Many Thanks!
Kind regards



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From: Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>
Sent: 14 October 2025 20:36
To: Diksha Nayyar <diksha.nayyar@londonisthospitality.com>
Cc: Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>
Subject: Request for Written Statement Regarding Monday.com Report

Dear Diksha,

I hope you are well

Following up on Mustafa's email sent to you on 12.10.25, regarding your Monday.com report on sales progress and client contract, we request that you provide a written statement on the matter.

The report submitted was noted to be inaccurate and lacking in detail and specificity.

To better understand the situation, please provide a statement addressing the following points:

-Your process for preparing and submitting the report on Monday.com.
-Any challenges or difficulties you faced that may have affected the accuracy or completeness of the report.
-Any additional context or information you believe is relevant regarding the report submitted.
-It has also been noted that you have not accessed your Monday.com board for over 20 days.
Could you please clarify the reason for this?

Kindly submit your statement **by tomorrow 15.10.25 at 4:30pm.**

Your cooperation in providing a clear and detailed explanation is important for us to appropriately address this matter.

If you have any questions regarding this request, please feel free to contact me directly.

Thank you for your prompt attention.

Best regards,

Anna Maria Allorio

HR and Admin Officer www.londonist.co.uk



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