Outlook

Re: Request for Written Statement Regarding Monday.com Report

From Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>
Date Fri 17/10/2025 11:39
To Diksha Nayyar <diksha.nayyar@londonisthospitality.com>
Cc Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>

Dear Diksha,

I hope you are well

Thank you for sending over your statement. After careful consideration of your responses below regarding the recent inquiries about work updates and task completion on Monday.com, we would like to address the matter.

Firstly, has been noted that your weekly updates on Monday.com were absent for 20 consecutive days. While you referenced updates via the Hospitality dashboard and emails, all work must be logged on Monday.com as required by company procedures. Additionally, the requested page/task assigned to you was not completed within the agreed timeline, impacting team workflow and project tracking.

While you have acknowledged that you did not check Monday.com and were not active on the platform during this period, we note that your statement did not include an apology or acknowledgement of the impact this had on the team's workflow and accountability. Taking responsibility for such lapses is an important part of maintaining trust and professionalism.

Regarding the contract task you mentioned, it is understood that Abhishek directly sent the Word document to the concerned person and that you were not responsible for sending it.

However, as this appeared in your weekly agenda, it should have been clearly indicated that this task was handled by Abhishek and that you were not responsible. Properly reflecting this in your weekly updates is part of maintaining accurate and transparent work tracking.

Proper logging on Monday.com and timely completion of assigned tasks are mandatory to ensure transparency, coordination, and accountability. Alternative methods of reporting do not replace the required procedures.

This email serves as a formal warning. Any further failure to comply with Monday.com updates or to complete assigned tasks on time may result in additional disciplinary action.

Please acknowledge receipt of this message and confirm your understanding of the expectations going forward.

Best regards

From: Diksha Nayyar <diksha.nayyar@londonisthospitality.com>
Sent: 15 October 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>
Subject: RE: Request for Written Statement Regarding Monday.com Report

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

Re: Power BI Training-Launch Toplantı Özeti

Mustafa Ozyildiz
To Diksha Nayyar

Follow up. Start by 13 October 2025. Due by 13 October 2025.
This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.

Hi Diksha,

I hope you are well.

Do we have the meeting notes on Monday.com in detailed similarly to below?

In addition, once our pending reports are completed, please start utilising the Power BI as trial moving forward.

Best regards,



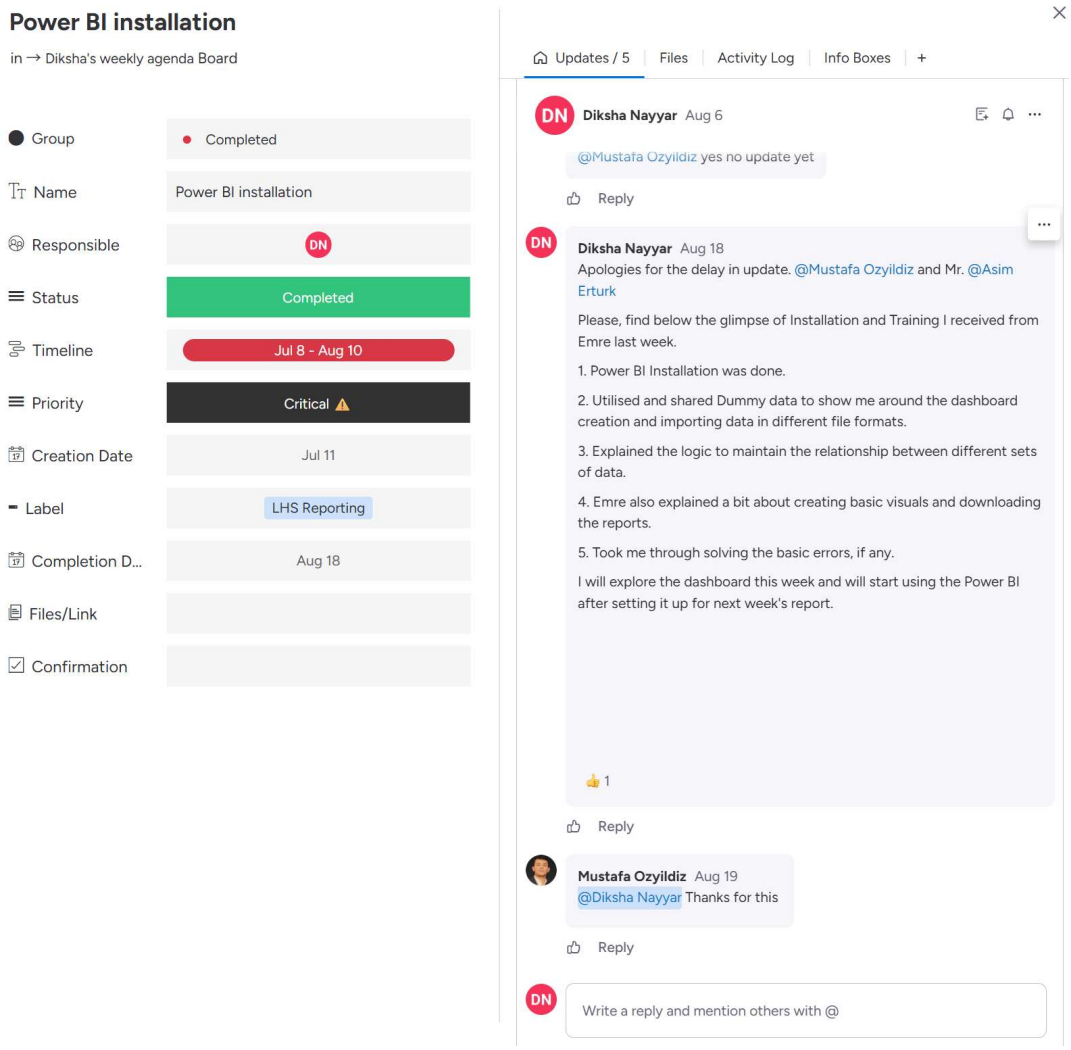
From: Diksha Nayyar <diksha.nayyar@londonisthospitality.com>
Date: Monday, 18 August 2025 at 13:38
To: Mustafa Ozyildiz <mustafa@londonisthospitality.com>
Subject: FW: Power BI Training-Launch Toplantı Özeti

Dear Mustafa,

Please, find below the glimpse of Installation and Training I received from Emre last week.

1. Power BI Installation was done.
2. Utilised and shared Dummy data to show me around the dashboard creation and importing data in different file formats.

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



"Embrace sustainability, innovation, and unparalleled service with Londonist Hospitality."

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.

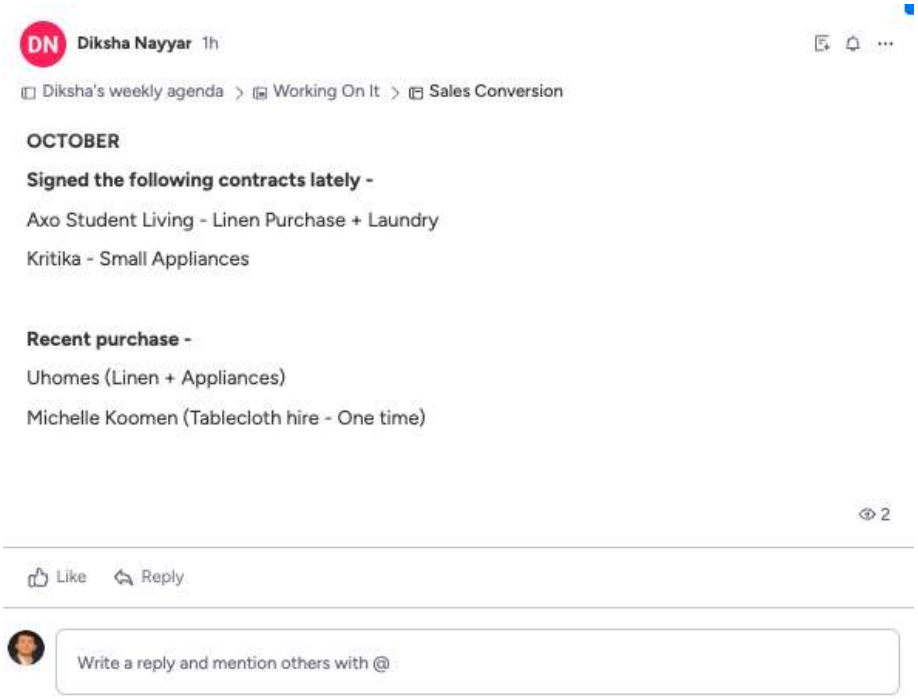
However, for the sake of clarity and completeness, I would like to draw your attention to the below picture, which refers to the specific Monday.com report I was referring to and mentioned in Mustafa's email "Reporting at Monday" sent to you on 12.10.25.
Kindly review your answers in light of this reference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