Outlook

**Probation Review - Outcome confirmation**

**From** Human Resources <humanresources@londonisthospitality.com>
**Date** Thu 23/10/2025 18:39
**To** Hasan Salman <hasansalman787@gmail.com>
**Cc** Anil Hayat [Londonist HR Team] <anil.hayat@londonist.co.uk>; Anna Maria Allorio [Londonist Management Team] <anna.allorio@londonist.co.uk>

Dear Hasan,

Thank you for attending the probation review meeting held on 23rd October 2025. This email is to formally confirm the outcome of that meeting and summarise the key points discussed.

During the meeting, we reviewed your performance over the past three months in line with the expectations of your role as a driver.

We acknowledged several positive aspects of your work, including your punctuality in the morning and your speed in completing deliveries especially in the latest weeks.

However, we also discussed several concerns that have impacted the overall assessment of your probation period:

- A first warning was issued regarding a missed delivery (SW8), which negatively affected client satisfaction.
- A second warning was issued due to lack of communication regarding an incomplete delivery ('Art of Smile') and incomplete collections (Linden Hotel), which required additional management intervention.
- A grievance hearing was held and has since been closed. We also noted and you confirmed that the company has made efforts to support your personal situation with flexibility and understanding.

You were given the opportunity to share your experience during the probation period, and we appreciate your openness about the challenges faced, particularly around communication and training.

After careful consideration of all feedback and performance records, the decision has been made not to confirm your employment following the probation period.

Your notice period will begin today, 23rd October 2025, and your final working day will be **6th November 2025**.

You are welcome to take your pre-booked leave from **24th October to 7th November**.

However, based on your accrued annual leave entitlement, you have a total of **six days**, one of which was already taken on **3rd October**. Therefore, **five days of your leave will be paid**, and the remaining days will be unpaid.

I can also confirm that the company phone has been returned.

We appreciate the time you have spent with the company and the contributions you have made. We wish you all the best in your future endeavours.

Kind regards,

Anna Maria Allorio

# Human Resources Team


+44 20 3337 8158

londonisthospitality.com

A01, Leyton Industrial Village, Argall Avenue, Leyton, London, E10 7QP

humanresources@londonisthospitality.com


londonist
HOSPITALITY