August 11, 2015

Navik

ID # \_\_\_\_

Technician

Bangladesh Honda Private Limited.

Subject : **Letter of Advice.**

Dear Mr. X,

With reference to your reply dated August 10, 2015 against the Show-cause letter issued on August … please note that you have acknowledged your unprofessional behavior and unethical attitudes showed towards your peers.

You are aware that such acts are completely against the company rules and policies. However, since you have apologized and promised to show improvement in your behavior, with a view to give you an opportunity to improve, the management hereby advice you to desist from all such acts. Any occurrence of such acts in future could lead to severe disciplinary action as appropriate.

Thank you,

Khandker M Imam

Head of HR

**Copy to:** The DCOO

The GM-Ops

Manager – Programmer

Personal File.

December 22, 2015

**Mr. Raihan Rafi Khan Anjan**

ID # 13330

Manager – Operations (Knitting)

Bangladesh Honda Private Limited.

Subject : **Letter of Advice.**

Dear **Mr. Anjan**,

We would like to inform you that management has noticed that in last six months, which is your probation period too, you have taken 14-days leaves (full day) without any prior intimation to the company & it seems a regular practice. In addition you were also late for 7 days (equivalent to 3.5 days full day leave). Altogether you have enjoyed 17.5 days leave while your leave entitlement is 12 days maximum (including casual & sick leave).

Your work has been excellent. But your poor attendance record is now overshadowing your work record. We realize that you have some family issues but one of our job requirements is regular attendance. You are a part of our senior management, and management expects that you will demonstrate highest level of works’ ethics. Your such act is not only damaging our work-environment but also misleading your co-workers, which we will not tolerate further.

In light of the above you are requested to improve your attendance to meet our requirements otherwise we will have to take severe disciplinary action as appropriate.  
  
Hope you will meet our expectation.

Regards,

Humayun Mostaque

**GM-Operations**

Copy to: **Personal File.**