**Warning Letter**

Date:

**Whom it may Concern**

Name of Employee: Mahadee Hasan

Position Title: Operation Manager

Department: Management

**RE:      LETTER OF FINAL WARNING**

The intent of this notice is to inform you that your performance has not been satisfactory for the reasons indicated below and to provide you with an opportunity to correct this situation.

**If this situation is not corrected, you will be subjected to further disciplinary action up to and including termination.**

1.     Previous dates of informal Complain and/or other Complaining sessions:

It is third time in six months that the management has received complaint against you. You are setting a bad example for the junior staff and the new employees. It is having a negative impact on the work culture. A bad example can spoil the entire staff.

2.     Specific examples of the problems leading to this disciplinary action:

**It is a matter of serious concern that:**

1. **Phone call attendance and proper communication:** Several time students have made some specific complaints against you & your communication process.
2. **Trust Issue:** Day by day students are getting frustrated on documentation team, A survey shows that “DJIT Teaching is good, but documentation is not up to the mark, so that students are taking back their documents in recent days. We think this is the failure from your side because form the beginning you took control of all the visa processing team and guided them personally, yet you and your documentation team is failing to build up proper communication and increase students’ trust.
3. **Organizational behaviors:** Several time Students were upset because some of your employees were sleeping in the prayer room, doing online chats during busy hours, spending more hours on personal communications than providing service as you are aware, but you are yet to take actions against them. Giving special attention and care to some specific employees and being biased against others is unacceptable and unfair. It creates an impression that you’re focused on satisfying your personal agendas more than serving the organization.
4. **Communication gap and document Tempering:** Students are not comfortable with most of documentation team members being female. Your employee selection process appears biased and leaves more to be desired. Students stated that they are being misguided by your document executives & they are going to external agents for documentation services instead of our executive. We think you are not taking proper initiatives to improve executives’ performance and creating a one-man show which is not acceptable.
5. **Meeting & Personal treatment:** More focus is being put on hours of meeting which could be better spent in training sessions or by providing services to students.

**Please treat this letter as a warning for your unacceptable behavior.**

We would be left with no choice but to suspend or relieve you from work if this unethical behavior continues.

3.     Specific action(s) that you need to take to improve students’ document Tempering/misguiding the Documentation Team:

You are working on a senior position. Your behavior serves as a guideline to your team and other junior employees, and being a bad influence for them is certainly not something this company wants from you.

Being absent from duties without prior consent is against the companies HR policies and demands immediate actions. The senior management had a meeting regarding this matter and had decided to consider this as first and last time mistake. In case it is repeated, serious actions will be taken.

The management hereby warns to work on increasing your performance and if you fail to do so then appropriate actions will be taken against you.

**You are further informed to submit written explanation on your poor performance once you have received this letter.**

4.     The time frame for achieving these improvements:

This is to bring to your attention that since the time you have joined the company, you have been performing below our expectations. Every quarter a target is being set for you and your team and you keep failing to achieve it. As a result, you have been listed under the category of © poor performers which means that you have failed to perform the duties and attain the targets due to negligence and lack of commitment.

Signing this form does not indicate agreement, but only signifies you have been informed of the above action and have received a copy of the discipline notice.

**Please submit an undersigned letter stating that such behavior won’t be repeated.**

Some Issues appear positive for the time being but may turn out negative in the long run. A manager should be a leader, not a dictator. You were assigned as not only an instructor but also a savior, not as an attacker to target individual employees on their sensitive issues. When Employees think that your actions/behavior are very risky for their career path & job profile, their productivity will diminish, performance will fall, and Internal clashes will take place more than providing actual services to the company. Day by day the overall operation, marketing, teacher’s motivation, services interest will dwindle & the operation guidelines will be overlooked.

Every Employee has equal Rights, every department have equal opportunities. Constant discrimination will create hidden frustrations, growth of negativity which ultimately be the cause of an insurgence to get off the ground. Your actions are threatening as we know it and you have zero rights to do that. You have failed to show proper respect to other employee & management so far.

You are expected to achieve and maintain an acceptable level of performance for your duration of employment. Failure to do so will lead to further disciplinary action up to and including employment termination.

You may respond to this Final Written Warning in writing and that response will be placed in your personnel file.

Signing this form does not indicate agreement, but only signifies you have been informed of the above action and have received a copy of the discipline notice.

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Signature of Managing Director          Signature of Both Directors

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Date:                                                       Date:

**Explanation:** There are all kinds of employees in an organization.

Some are (a)amazing performers, some are (b)average and some are (c)poor at delivering the desired performance.

If we have such an employee in our company which is unable to deliver expected results, then we must write a warning letter asking him/her to work with dedication and commitment so that she/he is able to perform.