**LETTER OF DISMISSAL – DEBIT BALANCE**

**UBA/R/HCM/IR&WE/LOD/AS/1498**

November 14, 2017

STAFF NAME

STAFF ADDRESS

Dear XXXX,

**LETTER OF DISMISSAL**

This is to advise that you have been dismissed from the services of the Bank with immediate effect for gross misconduct.

As part of the exit clearance/handover process, kindly surrender your identity card, unused cheque leaves and any Bank’s property in your possession to your supervisor.

Your terminal position as indicated below shall be passed into your salary account.

|  |  |
| --- | --- |
| **NAME** | **XXXXX** |
| **GRADE** | **XXXXX** |
| **EMP NO** | **AXXXX** |
| **ENTRY DATE** | **01Sep-1996** |
| **EXIT DATE** | **14-Nov-2017** |
| **ACCOUNT NO** | **XXXXXXXX** |
| **REASON** | **Dismissal** |
| Unearned Leave allowance | XXXXXX |
| **Total indebtedness** | **XXXXXXX** |
| **Net balance** | **XXXXXXXX** |

Please note that you are expected to pay off this balance immediately, as the debit balance will continue to accrue interest at the prevailing commercial rate.

Kindly note that any other indebtedness which comes to our knowledge hereafter shall be communicated to you and treated as appropriate.

Kindly note that all accrued pension contributions due to you have been remitted to your Pension Fund Administrator (PFA). Kindly contact the PFA for further processing in line with Pension Act (2014).

Thank you.

Yours faithfully,

Per pro: **UNITED BANK FOR AFRICA PLC.**

**GBENGA OGUNLEYE ENOBONG EGERE**

Industrial Relations & Work Ethics Industrial Relations & Work Ethics

**LETTER OF DISMISSAL – NIL BALANCE**

**UBA/R/HCM/IR&WE/LOD/GO/1499**

November 14, 2017

STAFF NAME

STAFF ADDRESS

Dear XXXX,

**LETTER OF DISMISSAL**

This is to advise that you have been dismissed from the services of the Bank with immediate effect for gross misconduct.

As part of the exit clearance/handover process, kindly surrender your identity card, unused cheque leaves and any Bank’s property in your possession to your supervisor.

Please be informed that you do not have any terminal position with the Bank. However any indebtedness which comes to our knowledge hereafter shall be communicated to you and treated as appropriate.

Kindly note that all accrued pension contributions due to you have been remitted to your Pension Fund Administrator (PFA). Kindly contact the PFA for further processing in line with Pension Act (2014).

Thank you.

Yours faithfully,

Per pro: **UNITED BANK FOR AFRICA PLC.**

**GBENGA OGUNLEYE ENOBONG EGERE**

Industrial Relations & Work Ethics Industrial Relations & Work Ethics

**SUMMARY DISMISSAL – DEBIT BALANCE**

**UBA/R/HCM/IR&WE/LOD/AS/1498**

November 14, 2017

STAFF NAME

STAFF ADDRESS

Dear XXXX,

**LETTER OF DISMISSAL**

This is to advise that you have been dismissed from the services of the Bank with immediate effect for gross misconduct.

As part of the exit clearance/handover process, kindly surrender your identity card, unused cheque leaves and any Bank’s property in your possession to your supervisor.

Your terminal position as indicated below shall be passed into your salary account.

|  |  |
| --- | --- |
| **NAME** | **XXXXX** |
| **GRADE** | **XXXXX** |
| **EMP NO** | **AXXXX** |
| **ENTRY DATE** | **01Sep-1996** |
| **EXIT DATE** | **14-Nov-2017** |
| **ACCOUNT NO** | **XXXXXXXX** |
| **REASON** | **Dismissal** |
| Unearned Leave allowance | XXXXXX |
| **Total indebtedness** | **XXXXXXX** |
| **Net balance** | **XXXXXXXX** |

Please note that you are expected to pay off this balance immediately, as the debit balance will continue to accrue interest at the prevailing commercial rate.

Kindly note that any other indebtedness which comes to our knowledge hereafter shall be communicated to you and treated as appropriate.

Kindly note that all accrued pension contributions due to you have been remitted to your Pension Fund Administrator (PFA). Kindly contact the PFA for further processing in line with Pension Act (2014).

Thank you.

Yours faithfully,

Per pro: **UNITED BANK FOR AFRICA PLC.**

**GBENGA OGUNLEYE ENOBONG EGERE**

Industrial Relations & Work Ethics Industrial Relations & Work Ethics

**SUMMARY DISMISSAL – NIL BALANCE**

**UBA/R/HCM/IR&WE/LOD/GO/1499**

November 14, 2017

STAFF NAME

STAFF ADDRESS

Dear XXXX,

**LETTER OF DISMISSAL**

This is to advise that you have been dismissed from the services of the Bank with immediate effect for gross misconduct.

As part of the exit clearance/handover process, kindly surrender your identity card, unused cheque leaves and any Bank’s property in your possession to your supervisor.

Please be informed that you do not have any terminal position with the Bank. However any indebtedness which comes to our knowledge hereafter shall be communicated to you and treated as appropriate.

Kindly note that all accrued pension contributions due to you have been remitted to your Pension Fund Administrator (PFA). Kindly contact the PFA for further processing in line with Pension Act (2014).

Thank you.

Yours faithfully,

Per pro: **UNITED BANK FOR AFRICA PLC.**

**GBENGA OGUNLEYE ENOBONG EGERE**

Industrial Relations & Work Ethics Industrial Relations & Work Ethics

**LETTER OF TERMINATION - CREDIT BALANCE**

**UBA/R/HCM/IR&WE/LOT/GO/1500**

November 14, 2017

STAFF NAME

STAFF ADDRESS

Dear XXXX,

**LETTER OF TERMINATION**

This is to advise that your appointment with the Bank has been terminated effective immediately for services no longer required.

As part of the exit clearance/handover process, kindly surrender your identity card, unused cheque leaves and any Bank’s property in your possession to your supervisor.

Your terminal position as indicated below shall be passed into your salary account.

|  |  |
| --- | --- |
| **NAME** | **XXXXX** |
| **GRADE** | **XXXXXX** |
| **EMP NO** | **AXXXXXX** |
| **ENTRY DATE** | **1-Feb-2003** |
| **EXIT DATE** | **14-Nov-2017** |
| **ACCOUNT NO** | **XXXXXXXX** |
| **REASON** | **TERMINATION** |
| Payment in lieu of notice | XXXXXXX |
| Leave encashment | XXXXXXX |
| Salary | XXXXXXXX |
| 13th Month | XXXXXX |
| Leave Allowance | XXXXX |
| **Total Benefits** | **XXXXXXX** |
| **Total indebtedness** | **-** |
| **Net balance** | **XXXXXXX** |

Kindly note that any other entitlement and/or indebtedness which comes to our knowledge hereafter shall be communicated to you and treated as appropriate.

Please note also that all accrued pension contributions due to you have been remitted to your Pension Fund Administrator (PFA). Kindly contact the PFA for further processing in line with Pension Act (2014).

Thank you.

Yours faithfully,

Per pro: **UNITED BANK FOR AFRICA PLC.**

**GBENGA OGUNLEYE ENOBONG EGERE**

Industrial Relations & Work Ethics Industrial Relations & Work Ethics

**LETTER OF TERMINATION - DEBIT BALANCE**

**UBA/R/HCM/IR&WE/LOT/GO/1501**

November 14, 2017

STAFF NAME

STAFF ADDRESS

Dear XXXX,

**LETTER OF TERMINATION**

This is to advise that your appointment with the Bank has been terminated effective immediately for services no longer required.

As part of the exit clearance/handover process, kindly surrender your identity card, unused cheque leaves and any Bank’s property in your possession to your supervisor.

Your terminal position as indicated below shall be passed into your salary account.

|  |  |
| --- | --- |
| **NAME** | **XXXXX** |
| **GRADE** | **XXXXXX** |
| **EMP NO** | **AXXXXXX** |
| **ENTRY DATE** | **3-Sep-2007** |
| **EXIT DATE** | **14-Nov-2017** |
| **ACCOUNT NO** | **XXXXXXX** |
| **REASON** | **TERMINATION** |
| Payment in lieu of notice | XXXXXX |
| Leave encashment | XXXXXX |
| Salary | XXXXXXX |
| 13th Month | XXXXXX |
| **Total Benefits** | **XXXXXX** |
| Unearned Leave allowance | XXXXXX |
| Personal Loan | XXXXX |
| Current Acct Balance | XXXXXX |
| **Total indebtedness** | **XXXXXX** |
| **Net balance** | **XXXXXX** |

Please note that you are expected to pay off this balance immediately, as the debit balance will continue to accrue interest at the prevailing commercial rate.

Kindly note that any other entitlement and/or indebtedness which comes to our knowledge hereafter shall be communicated to you and treated as appropriate.

Please note also that all accrued pension contributions due to you have been remitted to your Pension Fund Administrator (PFA). Kindly contact the PFA for further processing in line with Pension Act (2014).

Thank you.

Yours faithfully,

Per pro: **UNITED BANK FOR AFRICA PLC.**

**GBENGA OGUNLEYE ENOBONG EGERE**

Industrial Relations & Work Ethics Industrial Relations & Work Ethics

**ADVISE TO RESIGN - LETTER**

**UBA/R/HCM/IR&WE/ATR/GO/1501**

November 14, 2017

STAFF NAME

STAFF ADDRESS

Dear XXXX,

**HEADER**

This is to advise that your services are no longer required.

We wish you all the best in your new endeavours.

Thank you.

Yours faithfully,

Per pro: **UNITED BANK FOR AFRICA PLC.**

**GBENGA OGUNLEYE ENOBONG EGERE**

Industrial Relations & Work Ethics Industrial Relations & Work Ethics

**ADVISE TO RESIGN - NOTIFICATION**

**NOTICE OF DISENGAGEMENT**

Please be informed that Management has approved thedisengagementof xxx effective xxx.

**Payroll Unit:** Please take note ahead of payroll.

**Compensation:** Please treat accordingly.

**HRBP’s:** Please communicate to the relevant business office/supervisors as it relates to your region.

**Exit Management/HRIS:** Please for your information and necessary action.

**ITCARE & User Admin**: The HRBP will advise subsequently upon receipt of the resignation letter and proper handover to the supervisors/suitable replacement.

**SSIT:** Please begin the process of liquidating their SSIT (if they have any).

Thank you.

**TERMINATION - NOTIFICATION**

**NOTICE OF DISENGAGEMENT**

Please be informed that Management has approved thedisengagementof xxx effective xxx.

**Payroll Unit:** Please take note ahead of payroll.

**Compensation:** Please treat accordingly.

**HRBP’s:** Please communicate to the relevant business office/supervisors as it relates to your region.

**Exit Management/HRIS:** Please for your information and necessary action.

**ITCARE & User Admin**: Please delete the profile of staff indicated below**.**

**SSIT:** Please begin the process of liquidating their SSIT (if they have any).

Thank you.

**DISMISSAL - NOTIFICATION**

**NOTICE OF DISENGAGEMENT**

Please be informed that Management has approved thedisengagementof xxx effective xxx.

**Payroll Unit:** Please take note ahead of payroll.

**Compensation:** Please treat accordingly.

**HRBP’s:** Please communicate to the relevant business office/supervisors as it relates to your region.

**Exit Management/HRIS:** Please for your information and necessary action.

**ITCARE & User Admin**: Please delete the profile of staff indicated below**.**

**SSIT:** Please begin the process of liquidating their SSIT (if they have any).

Thank you.

**SUMMARY DISMISSAL - NOTIFICATION**

**NOTICE OF DISENGAGEMENT**

Please be informed that Management has approved thedisengagementof xxx effective xxx.

**Payroll Unit:** Please take note ahead of payroll.

**Compensation:** Please treat accordingly.

**HRBP’s:** Please communicate to the relevant business office/supervisors as it relates to your region.

**Exit Management/HRIS:** Please for your information and necessary action.

**ITCARE & User Admin**: Please delete the profile of staff indicated below**.**

**SSIT:** Please begin the process of liquidating their SSIT (if they have any).

Thank you.

**DEMOTION**

**UBA/R/HCM/IR&WE/LODT/GO/1501**

14-Nov-2017

To:  staff name (EMP NO AXXXXX) grade  
 business office

**LETTER OF DEMOTION**

Following your attendance at the Corporate Office DC, we hereby convey Management’s approval to demote you effective immediately.

Thank you.

Yours Faithfully,   
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

**INDEFINITE SUSPENSION**

**R/HCM/IR & WE/LOS/GO/16411**

14-Nov-2017

To:  staff name (EMP NO AXXXXX) grade  
 business office

**LETTER OF SUSPENSION**

**ALLEGED INVOLVEMENT IN FRAUDULENT FX DEALINGS**

Following the recommendation from Investigations Unit and Management's subsequent approval, you are being placed on suspension with immediate effect for your involvement in the above subject, pending full determination of the case.

Please note that you are expected to be reporting to Investigations/Internal Control Unit every week to sign an attendance register. Failure to report after two weeks shall be construed as abandonment of duty which warrants dismissal in line with the Bank's policy.

During the period of the suspension, you shall be entitled to only 50% of full monthly salary subject to maximum period of (3) months.  In the event the suspension extends beyond 3 months, you shall be placed on zero pay.

We advise that you prepare a comprehensive handover of your assignments and submit it along with your identity card to your supervisor for a smooth take over.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

Appraisal impact – 5 marks

SUSPENSION

**R/HCM/IR & WE/LOS/AS/16423**

01-Nov-2017

To: staff name (EMP NO) grade  
       business office/unit

**LETTER OF SUSPENSION**

**NEGLIGENCE OF DUTY**

Following Management's approval, you are being placed on two weeks suspension without pay effective November 1, 2017.

You are to resume on Wednesday, November 15, 2017.

This suspension is a wake-up call for you with a hope that you will spend this period to reflect on the learning points with a view to guarding against recurrence.

We advise that you prepare a comprehensive handover of your assignments and submit it along with your identity card to your supervisor for a smooth take over.

Thank you.

Yours Faithfully,

Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

Appraisal impact – 5 marks

RECOVERY SUSPENSION

**R/HCM/IR & WE/LOS/GO/16208**

19-Oct-2017

To: STAFF NAME (EMP NO AXXXX) GRADE  
 BUSINESS OFFICE

**LETTER OF SUSPENSION**

**UNAUTHORIZED RELEASE OF PND ON ACCOUNT**

Following Management's approval, you are being placed on 3 months Recovery Suspension effective October 19, 2016 for releasing the PND placed on customer’s account.

During the period of the suspension, you shall be entitled to only 50% of full monthly salary subject to a maximum period of (3) months. In the event that regularization is not achieved on or before January 17, 2018 you shall be placed on zero pay pending the determination of the case.

Please note that regularization must be achieved within the 3 months from the date of suspension to entitle you to a refund of the balance of your 50% withheld salaries, as failure to recover will result in a forfeiture of withheld salaries.

Furthermore, during the period of suspension, you are expected to be reporting to Investigation Unit and Recovery Unit every week to sign attendance registers. Failure to report after two weeks shall be construed as abandonment of duty which warrants dismissal in line with the Bank's policy.

We advise that you prepare a comprehensive handover of your assignments and submit it along with your identity card to your supervisor for a smooth take over.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

Appraisal impact – 5 marks

CREDIT RECOVERY SUSPENSION

**R/HCM/IR & WE/LOCRS/GO/16132**

16-Oct-2017

To: STAFF NAME (EMP NO AXXXXXX) GRADE  
 BUSINESS OFFICE

**LETTER OF CREDIT RECOVERY SUSPENSION**

Following the recommendation from Credit Monitoring Unit and Management’s subsequent approval, you are being placed on Recovery Suspension with effect from 2017-10-16 for failure to recover, renew or extend expired facility granted to the customer below.

MCDONALD SCIENTIFIC EMPOR. LTD.

During the period of the suspension, you shall be entitled to only 50% of full monthly salary subject to a maximum period of (3) months. In the event the suspension extends beyond 3 months, you shall be placed on zero pay. Also, you shall be expected to face a DC with effect from **14-Jan-2018** to determine your case in line with the Bank’s policy, in the event that regularization is not achieved within 3 months from the date of your suspension.

Please note that regularization must be achieved within the 3 months from the date of suspension to entitle you to a refund of the balance of your 50% withheld salaries, as failure to recover will result in a forfeiture of withheld salaries.

Furthermore, during the period of suspension, you are not to report to duty. You are however expected to give a weekly report in person to your supervisor and a monthly update (or as applicable) to Credit Monitoring on the status of regularization.

Meanwhile, we advise that you prepare a comprehensive handover of your assignments for submission to your supervisor for a smooth take over.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

**NB: All queries / issues regarding this suspension should be directed to CREDIT MONITORING UNIT for clarification.**

Appraisal impact – 5 marks

LETTER OF REFUND

**R/HCM/IR & WE/LOR/GO/16411**

14-Nov-2016

To:  staff name (EMP NO AXXXXX) grade  
 business office

**FRAUDULENT WITHDRAWAL OF FUNDS FROM CUSTOMER’S ACCOUNT**

Following your attendance at the Regional Bank DC and Management's subsequent approval, we wish to convey the Bank's dissatisfaction with respect to your involvement in the above subject matter.

You failed to exercise extended due diligence before authorizing the processing of the impostor’s MIFT instruction.

Consequently, please note that you will be required to reimburse the Bank the sum of N6,441,255.00  (Six Million Four Hundred and Forty One Thousand Two Hundred and Fifty Five Naira Only) being the loss amount attributed to your negligence of duty and supervisory negligence that crystallized into a loss.

We advise that you be more cautious and guard against recurrence of a similar incident.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

LETTER OF ADVICE

**R/HCM/IR & WE/LOA/EE/13516**

14-Nov-2017

To:  staff name (EMP NO AXXXXX) grade  
 business office

**LETTER OF ADVICE**

A review of the bank’s records as stated above, has shown that you indulged over three times in early closure from work without approval.

This as you know is an unacceptable behavior and more importantly a bad example for your subordinates and peers.

We are therefore by this mail advising you to guard against recurrence as a repeat shall be viewed strictly in line with the bank’s disciplinary code.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

LETTER OF DISPLEASURE AND REFUND

**RHCM/IR & WE/LOD/AS/16135**

16-Oct-2017

To: staff name (EMP NO AXXXXX) grade  
 business office

**LETTER OF DISPLEASURE**

**REPUDIATED U-MOBILE TRANSACTION OF N92,052.50**

This letter serves to convey Management’s dissatisfaction with respect to the above subject.

Following the report from Investigations Unit and Management's subsequent approval, it was observed you failed to fully modify the above stated customer's number.

Consequently, please note that you will be required to reimburse the Bank the sum of N36,821.00 (Thirty Six Thousand, Eight Hundred and Twenty One Naira Only) being the loss amount attributed to your negligence that crystallized to a loss.

We advise that you be more cautious and guard against a recurrence of a similar incident.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

Appraisal impact – 1 mark

CAUTION LETTER AND REFUND

**RHCM/IR & WE/LOC/AS/16135**

16-Oct-2017

To: staff name (EMP NO AXXXXX) grade  
 business office

**LETTER OF CAUTION**

**REPUDIATED U-MOBILE TRANSACTION OF N92,052.50**

Following the report from Investigations Unit and Management's subsequent approval, we wish to convey the Bank's dissatisfaction with respect to your involvement in the above subject matter.

You failed to fully modify the above stated customer's number.

Consequently, please note that you will be required to reimburse the Bank the sum of N36,821.00 (Thirty Six Thousand, Eight Hundred and Twenty One Naira Only) being the loss amount attributed to your negligence that crystallized to a loss.

In view of the above, Management has approved that you be issued a **Letter of Caution**.

We advise that you be more cautious and guard against a recurrence of a similar incident.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

Appraisal impact – 2 marks

FIRST WARNING LETTER AND REFUND

**RHCM/IR & WE/LOW/AS/16135**

16-Oct-2017

To: staff name (EMP NO AXXXXX) grade  
 business office

**FIRST WARNING LETTER**

**REPUDIATED U-MOBILE TRANSACTION OF N92,052.50**

Following the report from Investigations Unit and Management's subsequent approval, we wish to convey the Bank's dissatisfaction with respect to your involvement in the above subject matter.

You failed to fully modify the above stated customer's number.

Consequently, please note that you will be required to reimburse the Bank the sum of N36,821.00 (Thirty Six Thousand, Eight Hundred and Twenty One Naira Only) being the loss amount attributed to your negligence that crystallized to a loss.

In view of the above, Management has approved that you be issued a **Warning Letter**.

We advise that you be more cautious and guard against a recurrence of a similar incident.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

Appraisal impact – 3 marks

FINAL WARNING LETTER AND REFUND

**HCM/IR & WE/LOWF/AS/16135**

16-Oct-2017

To: staff name (EMP NO AXXXXX) grade  
 business office

**FINAL WARNING LETTER**

**REPUDIATED U-MOBILE TRANSACTION OF N92,052.50**

Following the report from Investigations Unit and Management's subsequent approval, we wish to convey the Bank's dissatisfaction with respect to your involvement in the above subject matter.

You failed to fully modify the above stated customer's number.

Consequently, please note that you will be required to reimburse the Bank the sum of N36,821.00 (Thirty Six Thousand, Eight Hundred and Twenty One Naira Only) being the loss amount attributed to your negligence that crystallized to a loss.

In view of the above, Management has approved that you be issued a **Final** **Warning Letter**.

We advise that you be more cautious and guard against a recurrence of a similar incident.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

Appraisal impact – 4 marks

LETTER OF EXONERATION

**HCM/IR & WE/LOE/AS/16136**

16-Oct-2017

To: staff name (EMP NO AXXXXX) grade  
 business office

**LETTER OF EXONERATION**

Following your attendance at the Regional Bank DC in respect of the above subject case, please be informed that no case was established against you.

We urge you to continue to give your best to the services of the bank.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | Head, HR Ops & Shared Services |
|  |  |

QUERY

**R/HCM/INR &WE/QL/WE/363**

7-Nov- 2017

To: staff name (EMP NO AXXXXX) grade  
 business office

**QUERY**

**ABSENCE FROM WORK**

From our records, it was observed that you did not report for duty on November 3, 2017.

You are please expected to explain your unapproved absence on or before noon on Monday, January 9, 2017 to enable Management make an appropriate decision.

Your response should get to all copied before the close of business today, November 7, 2017.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | Head, HR Ops & Shared Services |

VERBAL CAUTION

**R/HCM/INR &WE/VC/WE/363**

7-Nov- 2017

To: staff name (EMP NO AXXXXX) grade  
 business office

**VERBAL CAUTION**

**LACK OF ATTENTION TO DETAILS**

You failed to pay attention to details while processing customer’s transaction. You are admonished to guard against a recurrence.

Thank you.

Yours Faithfully,   
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | Head, HR Ops & Shared Services |

WITHDRAWAL OF SANCTION

**R/HCM/IR & WE/LOCRS/EE/16406**

27-Oct-2017

To: STAFF NAME (EMP NO) GRADE  
BUSINESS OFFICE

**WITHDRAWAL OF LETTER OF DISPLEASURE**

We refer to our letter dated 2017-10-26 15:46:15.0 ref **R/HCM/IR & WE/LOCRS/EE/16406 (LETTER OF DISPLEASURE)**.

We wish to convey Management’s decision to withdraw the letter.

We apologize for any inconvenience this may have caused and hope you will continue to give your best to the services of the Bank.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |

RECALL FROM SUSPENSION

**R/HCM/IR & WE/RFS/GO/13922**

26-May-2017

To:   STAFF NAME (EMP NO) GRADE  
         BUSINESS OFFICE

**RECALL FROM INDEFINITE SUSPENSION**

We refer to our letter dated 2017-05-19 12:11:55.0 ref **R/HCM/IR & WE/LOS/GO/13922(INDEFINITE SUSPENSION)**.

Following your attendance at the Regional Bank DC and Management's subsequent approval, we wish to inform you that you have been recalled from suspension effective immediately.

It is our belief that you will reciprocate Management’s gesture by giving your best in all assigned tasks.

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

|  |  |
| --- | --- |
| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | GH, HR Ops & Shared Services |