

Yinka Emenoge

From: yolusanwo@kkontech.com
Sent: 19 April 2013 17:09
To: Seun Acts; Yinka
Subject: Re: Query

I never gave any go ahead for 2M
-----Original Message-----

From: Seun Acts
To: yolusanwo@kkontech.com
Cc: Yinka
Subject: RE: Query
Sent: Apr 19, 2013 16:58

Dear Ma,

You initially said i should write a cheque of 1.5M for Mainone and that we would use 1.2m for equipment. I then suggested that we should make it 2m and reduce the equipment since we can still make the equipment up with other inflow. You then requested I should called Mr. Femi to discussed the reduce plan with him. I did not know that you have not consent to my suggestion even after your discussion with Mr. Femi.
Am really sorry ma.

Regards

Oluwaseun Babayemi
Accounts Manager
CSS Bookshop House(9th Floor)
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-----Original Message-----

From: yolusanwo@kkontech.com [mailto:yolusanwo@kkontech.com]
Sent: 19 April 2013 4:44 PM
To: Seun Acts; Yinka



Kkon Technologies Ltd

Memo

Date: 15/07/08

From: Accountant

To: Head of Finance

Subject: RE SUBMISSION OF JUNE REPORT.

Ma, it is unfortunate i sent the report earlier than you expected.it was a thought and fear that the report is getting late hence,sending it knowing you have check it.

Am sorry for any embarrassment these might have cause your goog office.

Promising such will never repeat itself again

Thanks

Yours faithfully


BABAYEMI SEUN E.



MEMO

FROM: Seun Babayemi
TO: Admin, Manager
DATE: 7th October, 2008
SUBJECT: RE: QUERY- INCOMPETENCE

Ma, I have actually prepared the invoice for this site since 17th of September 2008, and I thought have sent it. This can be confirmed from the invoice book. Except sifax which was taking to them by hand.

As regards follow up with my client I do follow up only that i will be more firm with them.

Concerning my report, inability to get the domiciliary statement on time affects my submission date.

I will appeal to the management for pardon and likewise braced up myself to to fulfil my tasks.

Thanks.

Yours faithfully

Babayemi Seun



MEMO

FROM: Head of Admin
TO: Seun Babayemi
CC: File, MD
DATE: 25/09/08
SUBJECT: NEGLIGENCE OF DUTY.

Dear Seun,

Management would like to know why disciplinary actions should not be taken against you, for Negligence of duty, lack of coordination in your department and failure to assign query to one of your team members as instructed.

The reply must get to my table in duplicate hard copies, on or before 1pm today.

Olusanwo, Yewande
Head, admin



Kkon Technologies Ltd

Memo

Date: 25/09/08
FROM: Seun Babayemi
TO: Head of Admin

Subject: **RE: NEGLIGENT OF DUTY.**

Dear ma,
I have already assigned the query to him as instructed. I even told him verbally to check is box.
Is not quite long he informs me that the system is not connected.
The delay is regretted.

BABAYEMI SEUN,
Accountant.

From: Olusanwo Yewande <yewande@kkontech.com>
To: obabayemi@kkontech.com
Date: 04/02/2009 01:31 PM
Subject: Warning

Dear Mr. Babayemi,

This mail is coming as a final warning to you, on your conduct and approach of relating with your HOD, and the Admin Manager.

Your crude behaviour will no longer be tolerated. Also, unnecessary delay in the approval and release of funds, which is not due to cash shortage, but due to the personal pleasure you derive from proving to other personnel of your **power** will henceforth attract serious discipline.

Any other unpleasant situation like this will attract query.

CC: File

Signed:

Admin, Manager

MEMO

FROM: Internal Service

TO: Oluwaseun Babayemi

CC: File.

DATE: 09.09.15.

SUBJECT: Misconduct

The attitude you displayed in the presence of junior colleagues was totally outside office etiquette. This was regarded as insubordination, gross misconduct and non-concern for the immediate objective of the organisation

You are therefore to explain why disciplinary action should not be taken against you.

Your response is expected before the close of business 09.09.15.

Signed

Management.

MEMO

FROM: Oluwaseun Babayemi

TO: Internal Service

CC: file

DATE: 09.09.15.

SUBJECT: Misconduct

Dear Ma,

What transpired yesterday was not an intentional act nor should my action be seen as an act of insubordination. I have been having serious health challenge with my eye which has been a source of concern to me and my family.

Prior to yesterday, I have schedule to meet with an eye doctor for check-up which prompted my decision to inform you ma yesterday that I will be visiting the eye specialist today.

Dear ma, I have been in concern about my eyes and I feel that when I explained my plight and my health condition to you, you should feel sympathy for me. I was not pleased when you felt indifferent to my condition which resulted in the way I reacted yesterday.

I apologize if my action yesterday is viewed or seen as an act of insubordination, it was not my intention ma and in all my years of working with you, I have never disrespected you in any way.

Kindly accept my apologies over yesterday incident ma.

Thank you.

MEMO

FROM: Internal Service

TO: Oluwaseun Babayemi

CC: File.

DATE: 09.09.15.

RE: Misconduct

Warning!!!

Having considered your apologies, you are hereby warned against future occurrence of disregard to both the objectives of the company and outburst against your superior.

Any future misconduct would attract a serious disciplinary action.

You can therefore assume your duty as usual.

Signed

Management

MEMO

FROM: Management.

TO: Seun Babayemi

CC: File

DATE: 11.05.16.

SUBJECT: Query.

Management is highly disappointed with your decision as regards client payment (Winika Hotel) knowing fully well that cash payment is not accepted by the company. You are aware that a staff (Michael Otu) collected a cash payment from a client which is over a month and you refused to report the issue.

Explain why disciplinary actions should not be taking against you.

Your response should be submitted by 2pm.

Signed

Management.

Yinka Emenoge

From: Oluwaseun Babayemi <obabayemi@kkontech.com>
Sent: 11 May 2016 13:54
To: 'Yinka Emenoge'
Cc: 'Olusanwo Yewande'
Subject: RE: Query.

Ma,

Am sincerely sorry for this scenario. I actually did not accept cash collection from any client and I did not instruct anybody to do so in our department.

The client in question has been paying to our UBA Account over times with their name. **It was until they were disconnected that I was told that Michael has collected money from them which I objected to** requesting the client to go and pay into our UBA account before we can reconnect them.

The payment was made without any objection from the client then and they were reconnected. Confirming the payment I feel the issue is sorted out and that was why I did not push it forward I did not know that there are more to it. If the client have objected then I would have push it forward. Am indeed very sorry ma, it won't, I repeat it won't repeat itself again.

Regards



Oluwaseun Babayemi

Manager, Accounts

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From: Yinka Emenoge [<mailto:yemenoge@kkontech.com>]
Sent: 11 May 2016 12:57 PM
To: 'Oluwaseun Babayemi'
Cc: 'Olusanwo Yewande'
Subject: Query.

Dear Seun,
Find attached memo.

MEMO

FROM: Management.

TO: Seun Babayemi.

CC: File

DATE: 11.05.16.

SUBJECT: Suspension.

Management having received your response to the query has decided that you proceed on 2days suspension without pay with effect from Friday 13th May, 2016 to Monday 16th May, 2016. You are to resume on the 17th May, 2016.

Submit your official phone and Identity card to internal service representative.

Signed

Management.