16-05-20XX

Anderson  
CEO Stars Marketing, Ontario.

Dear Jackson,

I am writing this warning letter to you with reference to your official visit to [X] for getting professional development training. At your arrival, you submitted expenses claim bills to the HR department for reimbursement. As per your claim, it was indicated that you stayed there at Grand Palace Hotel, Michigan. You claimed for an amount of USD 10,000 which was incurred in lieu of hotel bills, taxi fares, and return tickets. Being the CEO of a company, what I think is that you have claimed for some exaggerated expenses because some of them do not seem to be considered as company related matters.

Upon verification through one of our representatives, it was clarified that taxi was provided by hotel management for trips and actual hotel expenses were USD 5,000 but you claimed double than that. Claiming wrong expenses is a kind of criminal offense and its consequences can be disastrous for your job. Normally an employee loses his job after doing such an offense.

Although it is a termination offense to submit the wrong bills for the claim but keeping in view your performance, I am of the view that you must be given a chance to admit your mistake and to rectify it. Consider this letter a final warning and make sure you will not involve yourself in such activities in the future.

Regards,

Anderson.