16-05-20XX

Anderson  
CEO Stars Marketing, Ontario.

Dear Julia,

This warning is being written to you after it was brought to my notice by your manager that you have involved yourself in a fraudulent activity after claiming wrong expenses during your official visit to [X] from 01-09-20XX to 09-09-20XX. This is purely an issue of integrity and indicates severe negligence on your behalf towards the moral values of the organization.

You must have kept in mind your responsible position of senior manager before claiming such wrong claims. Doing so, you have just made yourself liable to severe and necessary disciplinary action. In a renowned organization like ours, such blunders usually lead towards termination from a job as far as the severity of this action is concerned but our top management wants to give you another chance and you are hereby being warned to keep yourself away from such illegal activities.

You are required to consider this letter as a final warning from our side. Moreover, submit us a written explanation as soon as you receive this letter.

Regards,

Anderson.