12-05-20XX

Andrew Johnson,  
Alfa Pvt. Limited, Michigan.

Dear Alex,

In response to your manager’s letter in which he complained to me about the wrong submission of mileage claim, I conducted an inquiry and found the facts as under:

* You claimed for the mileages during lunch hours.
* You claimed for the mileages during Saturday works.
* You claimed for the days you were not working on.

I called your manager and asked him about the above-mentioned claims. He answered me that such claims are not admissible and wrong as per rules because no employee travels during aforesaid time slots Manager’s point of view was verified later and your claims were proved wrong.

You must know that submitting wrong mileage claims is an offense and such an employee is liable to be terminated. But, instead of terminating, I am giving you another chance to rectify yourself. Consider this letter as a final warning from the company. You are further warned that any violation of this nature will lead towards your termination from a job.

Regards,

Anderson.