12-05-20XX

Andrew Johnson,  
Alfa Pvt. Limited, Michigan.

Dear Johnson,

I am issuing you this warning letter to express our concerns about your malpractices regarding mileage claims. It was brought into management’s notice that you provided wrong information about your mileage and that is why I am contacting you on behalf of Alfa Company.

Our company has its own prestige and we strive hard to provide our employees with many facilities as we can. Claiming for mileage is one of such great facilities that we provide. We become surprised when, despite such a facility, an employee tries to present wrong information about the mileage he has never traveled. Your account has been documented with countless mileage claim bills submitted by you at various times. Each time, we paid you the amount you mentioned in your claims. You were caught red-handed last month when your mileage reports were not inflating the mileage for your actual traveling.

This act of forgery is prohibited here, and you are being warned through this letter not to continue this malpractice in the future. Failing which, we will be forced to review our policy and you may be deprived of such a facility.

At the same time, you are suggested to be respectful and give your company the respect it deserves from your side.

Regards,

Anderson.