**Sample Memo to Employee Who Went on Business Trip Without Informing HR**

From:

R.K. Sharma

Human Resource Manager,

Advent Medicines Ltd.

New Delhi

Date: 27.10.2018

To,

Vinod Khatri

54, Sahara Enclave,

Kamla Nagar,

Delhi

Sub: Warning Letter for Going on Business Trip Without Informing

Dear Mr. Khatri,

With deep regret, we would like to inform you that Management is extremely unhappy with this kind of irresponsibility at your end.

You went on a business trip to Mumbai for four days without intimating about it to the HR Department because of which a lot of chaos happened. Moreover, the bookings for the same were to be confirmed and again led to inconvenience to you and to the company.

This kind of a mistake has happened previously in the past and you were warned to not repeat it. The Management would like to have an explanation from you in writing explaining the reason for the same. Meanwhile, you are warned again, and this time, for the last time, to not repeat such a thing in the future.

Looking forward to hear from you.

Sincerely,

R.K. Sharma

Human Resource Manager,

Advent Medicines Ltd.