**Warning Letter to Employee Who Visited Client’s Premises Without Permission**

From:

Adarsh Swami

Human Resource Manager

Fullerton Software Ltd.

New Delhi

Date: 02.05.2018

To:

Mr. Rakesh Gupta

B-490, Western Plaza

New Delhi

Dear Mr. Gupta,

We have received a complaint against you from our reputed client, Mr. Shekhar Sharma, MD, Rajputana Sports Goods Pvt. Ltd. We have been informed that you visited the Finance Department of Rajputana Sports Goods Pvt. Ltd. without any permission.

We conducted the enquiry at our level and learned that neither your Manager nor your Team Leader asked you to pay a visit to the client. And the client also reported that you did not seek permission to visit their Finance Department from the concerned person.

This is to bring to your notice that at Fullerton Software Ltd., we expect our employees to follow the code of conduct they are trained with. As per the rules, no employee can visit any client without permission and if he does, we plan to take serious actions.

Consider this letter as the first and last warning for such actions will not be tolerated in future. If you have any clarifications to make, please write to us at hr@fullerton.com.

Regards,

Adarsh Swami

Human Resource Manager

Fullerton Software Ltd.

New Delhi