![Text

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Dear Mr. Sharma,

I am writing to complain about the travel ticket you sent this morning for my upcoming trip to Toronto on 22nd July. I found that the airplane tickets have the wrong details printed.

I wanted to book the ticket under the name of “Tom Henkel,” whereas the ticket booked as “Thomas Henkel.” This will be a problematic situation when I try to pass the security counter in the airport, since my Govt Id name will not match with the name on the ticket. I further noticed that the travel date mentioned in the ticket is also not correct. The travel date in the booking “22nd June” even though I requested it for “22nd July.”

Luckily, I found the mistake preemptively; Imagine! What If I find the mistake on the travelling day? That would be a terrible experience. I request you to correct the mentioned details and send the updated ticket with rectified details. I alternatively suggest being a little careful with the future reservations. I want to thank you in advance to solve the problem.

I am looking forward to your response.

Thanks

Tom Henkel

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Dear Organizing committee.

I am writing in response to the survey email sent this morning regarding the change in the vacation policy. In my opinion, both options have certain benefits; however, I am more inclined to get one-week vacation in summer and extended three weeks in winter. Some of employees will argue to keep the current vacation policy, but this can have critical implications.

Firstly, the current vacation policy is cumulatively three weeks long, in most of the companies the average paid leaves are of five weeks. Most of the employees also complain that two weeks winter vacations are not enough, since most of the employees prefer to travel to warmer places and want to spend at least three weeks.

The new vacation policy will allow the employees to travel and enjoy longer winter vacation with their family. Alternatively, I think the workload in the office is also low during wintertime, so additional week holiday will not impact the company’s performance. So, adding a fourth week paid holiday is certainly a welcoming move.

I am optimistic that you will consider my suggestions while making a decision. At last, I want to thank the survey team for providing me the opportunity to voice my opinions.

Thanks

Tom Henkel