

Date: [Insert Date]

To: [Insert Name of Recipient/Department]

From: [Insert Name of Sender/Department]

Subject: Formal Notification of Internal Misconduct Investigation

Dear [Insert Name],

This letter serves as formal notification regarding suspected internal misconduct involving [Insert Employee Name/Department]. Based on preliminary findings, we have identified activities that suggest a breach of company policy and potential fraudulent behavior.

Details of the Incident:

- **Nature of Abuse:** [e.g., Unauthorized data access, financial embezzlement, asset misappropriation]
- **Date of Discovery:** [Insert Date]
- **Estimated Impact:** [Insert Brief Description of Financial or Data Loss]

Actions Taken:

As per our internal protocols, the following steps have been initiated:

- The affected accounts and systems access have been revoked.
- An internal audit team has been assigned to conduct a full forensic review.
- [Optional] Legal counsel and/or law enforcement have been notified.

Next Steps:

A comprehensive report will be generated upon the conclusion of this investigation. We request that all related documentation and communication logs be preserved until further notice. All staff involved in this investigation are required to maintain strict confidentiality.

Please contact [Insert Name/Contact Info] if you have any questions or additional information relevant to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]