

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Notification of Fraud Investigation Findings and Disciplinary Action

Dear [Employee Name],

This letter serves as formal notification regarding the conclusion of the internal investigation into allegations of fraudulent activity involving [briefly describe the nature of the fraud, e.g., expense report falsification/unauthorized financial transactions].

The investigation included a comprehensive review of [mention evidence, e.g., financial records, digital logs, witness statements] and your own statements provided during the meeting held on [Date of Interview].

Investigation Findings:

Based on the evidence gathered, the following findings have been established:

[Insert specific finding 1]

[Insert specific finding 2]

These actions constitute a serious violation of the company's Code of Conduct, specifically the [Name of Policy, e.g., Anti-Fraud Policy and Ethics Policy]. Your conduct has resulted in a fundamental breach of trust and the employment contract.

Disciplinary Action:

As a result of these findings, the company has decided to take the following disciplinary action:

[Select one: Formal Written Warning / Suspension Without Pay / Immediate Termination of Employment], effective [Date].

Next Steps:

[If terminated]: You are required to return all company property, including keys, badges, and electronic devices, by [Time/Date]. Your final compensation will be processed in accordance with local labor laws.

[If not terminated]: You are required to [mention required improvements or restitution]. Please be advised that any further incidents of misconduct will result in further disciplinary action, up to and including termination.

Right to Appeal:

You have the right to appeal this decision. If you wish to do so, you must submit a written appeal to [Name/Department] by [Date] stating the grounds for your appeal.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge that I have received a copy of this letter and understand its contents.

Signature: _____ Date: _____