

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Letter of Clearance - Cash Discrepancy Audit

Dear [Employee Name],

This letter serves as official notification regarding the audit conducted on [Date] following the reported cash discrepancy of [Amount] in [Register/Safe/Account Name] for the period of [Date].

After a thorough review of the financial records, transaction logs, and internal procedures, we are pleased to inform you that the discrepancy has been resolved. The investigation concluded that the error was [due to a technical system glitch / a clerical error / recovered via subsequent reconciliation], and no evidence of misconduct or negligence was found on your part.

As a result, you are hereby cleared of any responsibility regarding this specific incident. This matter is now considered closed, and no further action will be taken. A copy of this clearance letter will be placed in your personnel file to document the resolution of the audit.

We appreciate your cooperation during the audit process and your continued commitment to our financial protocols.

Sincerely,

[Signature]

[Name of Manager/Auditor]

[Job Title]

[Company Name]