

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Notification of Cash Discrepancy Investigation

Dear [Employee Name],

This letter serves as formal notification that the company is conducting an investigation regarding a cash discrepancy identified during the reconciliation process for [Insert Date of Incident].

The details of the discrepancy are as follows:

- **Register/Location:** [Insert Register Number or Location]
- **Expected Amount:** [Insert Amount]
- **Actual Amount:** [Insert Amount]
- **Variance:** [Insert Difference]

As you were the assigned handler for this period, we require your presence at a meeting to discuss this matter and provide any relevant information. This meeting is scheduled for:

Date: [Insert Meeting Date]

Time: [Insert Meeting Time]

Location: [Insert Meeting Room/Office]

Please be advised that this investigation is a standard procedure to ensure financial accuracy and operational integrity. No final determination has been made at this time. You may bring any relevant documentation or personal notes regarding the shift in question.

Failure to attend this meeting or cooperate with the investigation may result in further administrative action.

Sincerely,

[Your Name]

[Your Title]

[Company Name]