

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

Department: [Department Name]

Subject: Notification of Formal Investigation into Internal Control Breach

Dear [Employee Name],

This letter serves as formal notification that [Company Name] is initiating an internal investigation regarding a potential breach of internal controls and company protocols. This investigation specifically relates to [briefly describe the incident or policy violated, e.g., unauthorized financial transfers, bypass of procurement procedures, or data access violations] which occurred on or about [Date].

The purpose of this investigation is to determine the facts, assess the impact on company operations, and ensure future compliance with regulatory and internal standards. Please be advised of the following:

- **Interview Requirement:** You are required to attend an investigatory interview on [Date] at [Time]. This meeting will be held at [Location/Online Platform] and will be conducted by [Name/Department].
- **Confidentiality:** To protect the integrity of the process, you are instructed to keep this matter strictly confidential. You must not discuss this investigation with colleagues, subordinates, or third parties.
- **Non-Retaliation:** The company prohibits retaliation against any individual participating in this investigation.
- **Documentation:** You are requested to preserve and bring all relevant documents, emails, and logs related to [Specific Process] to the meeting.

During the investigation, [Optional: your system access may be limited / you may be placed on administrative leave with pay]. This action is a standard procedural step and does not imply a determination of fault.

Failure to cooperate fully and honestly with this investigation may result in disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below and returning a copy to the Human Resources Department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____