

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Recipient Name/Legal Counsel/Authority Name]
[Recipient Title]
[Recipient Organization]
[Address Line 1]
[City, State, Zip Code]

Subject: Representation Regarding Discovery of Employee Fraud

Dear [Recipient Name],

This letter serves as a formal representation regarding the discovery of fraudulent activities committed by an employee of [Company Name].

1. Employee Identification:

Name: [Employee Full Name]
Position: [Job Title]
Department: [Department Name]
Employment Period: [Start Date] to [End/Termination Date]

2. Nature of the Fraud:

On [Date of Discovery], the management of [Company Name] identified irregularities concerning [Brief description of fraud, e.g., misappropriation of funds, falsification of records, or unauthorized transactions]. Preliminary findings indicate that the fraudulent acts occurred between [Start Date] and [End Date].

3. Financial and Operational Impact:

The estimated financial loss resulting from these actions is approximately [Amount]. Additionally, the following business operations were affected: [List any non-financial impacts].

4. Investigation and Action Taken:

Upon discovery, the company initiated the following steps:

- Immediate suspension/termination of the employee on [Date].
- Internal audit of the affected accounts and systems.
- Securing of digital and physical evidence.
- [Optional: Notification to law enforcement/insurance providers].

5. Representation of Accuracy:

I represent that the information provided in this letter and the attached supporting documentation is, to the best of my knowledge and belief, true and accurate. We are committed to full cooperation with any subsequent legal or regulatory investigations.

Please contact me directly at [Phone Number] or [Email Address] if you require further documentation or clarification regarding this matter.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]