

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

Department: [Insert Department]

Subject: Formal Notification Regarding Expense Reimbursement Fraud

Dear [Employee Name],

This letter serves as formal notification regarding the findings of a recent internal audit and investigation into your business expense reimbursement claims filed between [Start Date] and [End Date].

Upon review of the submitted documentation, the company has identified significant irregularities, including:

- [List specific finding, e.g., Altered receipts]
- [List specific finding, e.g., Personal expenses claimed as business costs]
- [List specific finding, e.g., Duplicate submissions for a single transaction]

These actions constitute a direct violation of the Company's Expense Policy and the Code of Business Conduct. Such behavior is classified as financial misconduct and a breach of the trust essential to your employment relationship with [Company Name].

As a result of these findings, the following actions are being taken immediately:

- [Action 1: e.g., Immediate suspension pending final termination review]
- [Action 2: e.g., Requirement to repay the total fraudulent amount of \$0.00]
- [Action 3: e.g., Revocation of company credit card privileges]

You are required to attend a mandatory meeting on [Date] at [Time] in [Location/Meeting Link] to provide any explanation for these discrepancies before a final decision regarding your employment status is reached.

Please be advised that the company reserves the right to pursue further legal action or report this matter to the relevant authorities if deemed necessary.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment of Receipt:

[Employee Signature]

[Date]