

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Formal Notification Regarding Fraudulent Expense Claims

Dear [Employee Name],

This letter serves as formal notification regarding concerns identified by the Finance Department concerning your recent staff expense claims submitted on [Date(s) of Submission].

Following a routine audit and internal review of the supporting documentation provided, the company has identified discrepancies that suggest the submission of fraudulent information. Specifically, the following issues were noted:

- [Description of specific discrepancy, e.g., falsified receipt, inflated amount, or personal expense claimed as business]
- [Description of specific discrepancy, e.g., duplicate submission]

The company views the submission of false claims as a serious breach of the Employee Code of Conduct and our Financial Policy. Such actions constitute a violation of the trust inherent in your employment contract and may be categorized as gross misconduct.

You are required to attend a formal meeting to discuss these findings. The details of the meeting are as follows:

Date: [Date]

Time: [Time]

Location: [Office Location/Meeting Link]

During this meeting, you will be given the opportunity to provide an explanation for the discrepancies found. Please be advised that, depending on the outcome of this investigation, the company may take disciplinary action, up to and including termination of employment.

You have the right to be accompanied to this meeting by a colleague or a union representative.

Please confirm your receipt of this letter and your attendance at the scheduled meeting by [Deadline Date].

Regards,

[Your Name]

[Your Title]

[Company Name]