

Investigation Notice

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves to notify you that an investigation is being conducted regarding unauthorized usage of telecom services associated with your account. Our records indicate that there have been instances of service usage that do not align with company policy.

In order to address this matter, we request your cooperation in providing detailed information regarding your telecom service usage for the past [Insert Time Frame]. Specifically, we ask you to clarify the following:

1. Dates and times of usage.
2. Purpose of the calls or messages made.
3. Any personal usage that may have occurred.

Please submit your response by [Insert Deadline]. Failure to provide the requested information may lead to further action as per company policies.

We appreciate your immediate attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]