

Internal Fraud Review Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Department]

Subject: Notification of Internal Fraud Review

Dear [Employee Name],

We are writing to inform you that a review has been initiated concerning potential internal fraud activities that may involve your department. This action is part of our routine process to maintain the integrity of our organization.

During this review, we may need to speak with you regarding various aspects of our operations and any occurrences you may have observed. We assure you that all information shared will be treated confidentially.

Please make yourself available for a meeting at your earliest convenience. You can contact me directly at [Your Contact Information] to schedule a time.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]