

Employee Rights Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Title]

Subject: Employee Rights during Financial Misconduct Investigation

Dear [Employee Name],

As part of the ongoing investigation into the allegations of financial misconduct, we want to ensure that you are fully aware of your rights during this process. Please take note of the following:

- You have the right to be informed of the allegations against you.
- You have the right to respond to the allegations and provide any relevant evidence.
- You have the right to request representation during interviews or meetings related to the investigation.
- You have the right to confidentiality regarding the details of the investigation.
- You have the right to not face retaliation for participating in the investigation.

If you have any questions or require further clarification on your rights, please feel free to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]