

# Notification of Financial Misconduct Investigation

Date: [Insert Date]

[Employee Name]  
[Employee Title]  
[Company Name]  
[Company Address]

Dear [Employee Name],

This letter serves to formally notify you that an investigation into alleged financial misconduct has been initiated. The allegations pertain to [briefly describe the nature of the allegations].

As part of this investigation, we will need to review relevant documents and may require your assistance. Please note that this investigation will be conducted with the utmost confidentiality and in accordance with company policies.

We encourage you to cooperate fully during this process. Your input may be valuable to ensure a fair resolution. If you have any questions, you may contact [Contact Person's Name] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]