

INVESTIGATION OF LOST OR STOLEN PROPERTY
Sample Letter 3

(DATE)

PERSONAL AND CONFIDENTIAL

(NAME OF EMPLOYEE)

(ADDRESS)

Dear _____:

This letter is to advise that I have concluded my investigation of lost, stolen or damaged property (identify). I have determined that you were responsible for the loss. You failed to follow district (LIST SPECIFIC POLICIES, ADMINISTRATIVE RULES AND/OR DISTRICT PROCEDURES). I am recommending that (1. you reimburse the district in the amount of \$_____; 2. A letter of reprimand be placed in your personnel file.; 3. That you be suspended without pay.; 4. That you be terminated. 4. Further, I am recommending that you be referred to Human Resource Services for further personnel action.)

I will forward this information to Financial Services. Please note that Financial Services reserves the right in consultation with Risk Management to review and/or re-open any investigation by a supervisor for any monetary or property loss.

If you have questions or concerns, please feel free to contact me at (TELEPHONE NUMBER).

Sincerely,

(SUPERVISOR'S NAME)