**Date:** [Insert Date]

**To:** [Employee Name]
**Employee ID:** [Insert ID Number]
**Position:** [Insert Job Title]

**Subject: FINAL NOTICE OF DISCIPLINARY ACTION - INTENTIONAL TIMESHEET FRAUD**

Dear [Employee Name],

This letter serves as a formal final notice regarding the falsification of your timekeeping records. Following a thorough investigation conducted on [Insert Date], it has been determined that you intentionally recorded inaccurate hours on the following dates: [Insert Dates/Specific Instances].

Specifically, the investigation found discrepancies between your submitted timesheets and [mention evidence, e.g., badge swipe data, system logs, or witness observations]. These actions constitute intentional fraud and a serious breach of the company's Code of Conduct and payroll policies.

The integrity of our timekeeping system is essential for operational compliance. Dishonesty regarding hours worked is considered gross misconduct. Please be advised of the following:

- **Disciplinary Status:** This is your final warning.
- **Required Action:** You are required to provide an accurate accounting of your time moving forward, effective immediately.
- **Consequences:** Any further instances of timekeeping inaccuracies or any other policy violations will result in immediate termination of your employment.

A copy of this notice will be placed in your permanent personnel file. If you have any questions regarding this matter, you may contact the Human Resources department.

Please sign below to acknowledge that you have received and understood this final notice.

_____
[Employee Signature]

_____
[Date]

Sincerely,

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