

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Notice of Formal Investigation Regarding IT Equipment Misuse

Dear [Employee Name],

This letter serves as formal notification that [Company Name] is initiating an internal investigation regarding your use of company-issued IT equipment. Specifically, concerns have been raised regarding a potential violation of the [Company IT Policy Name/Employee Handbook].

Nature of Investigation:

The investigation pertains to the following allegations: [Briefly describe the misuse, e.g., unauthorized software installation, accessing restricted websites, or unauthorized data transfer].

Your Obligations:

During this process, you are required to comply with the following instructions:

- Immediately surrender [List specific devices, e.g., Laptop Serial #XXXX, Mobile Device] to the IT Department or HR.
- Do not delete, modify, or encrypt any files, browsing histories, or communications related to your work or company devices.
- Maintain full confidentiality regarding this investigation and refrain from discussing this matter with colleagues.

Next Steps:

An investigative meeting has been scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location/Platform: [Insert Location or Meeting Link]

During this meeting, you will be given the opportunity to respond to the findings. You [are/are not] permitted to have a representative or witness present during this interview.

Please be advised that any interference with this investigation or failure to cooperate may result in disciplinary action, up to and including termination of employment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]
[Company Name]