**Date:** [Insert Date]

**To:** [Investigator Name/Agency Name]
**Address:** [Investigator Address]
**License Number:** [Insert Number]

**Re: Formal Instruction for Investigation into Suspected Employee Embezzlement**

Dear [Investigator Name],

This letter serves as a formal instruction for [Agency Name] to conduct a private investigation regarding suspected financial misconduct and embezzlement by an employee of [Company Name].

**1. Subject Information:**
Name: [Employee Full Name]
Position: [Job Title]
Department: [Department Name]

**2. Scope of Work:**
The objective of this investigation is to verify irregularities regarding [briefly list concerns, e.g., unauthorized wire transfers, suspicious vendor payments, or missing inventory]. You are instructed to:

- Conduct background and financial lifestyle checks on the Subject.
- Perform surveillance to identify unauthorized meetings or high-value purchases.
- Identify any undisclosed bank accounts or secondary business interests.
- Review electronic or physical records provided by [Company Name] for signs of forgery or manipulation.

**3. Reporting and Compliance:**
All investigative activities must be conducted in strict compliance with local, state, and federal laws. You are required to provide a detailed written report of your findings, including any photographic or digital evidence obtained. Please maintain strict confidentiality regarding this matter.

**4. Terms:**
The budget for this initial phase is capped at [Insert Amount]. Any expenditure exceeding this amount requires prior written approval from [Company Representative].

Please acknowledge receipt of these instructions and confirm your start date.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title]
[Company Name]