

Loss Notification Letter

Date: _____

From:

[Your Name]
[Your Designation]
[Organization Name]
[Organization Address]

To:

[Employee Name]
[Employee Designation/Department]
[Employee ID, if any]

Subject: Notification of Loss – [Specify the Item/Property]

Dear [Employee Name],

This is to formally inform you that, as of [date of loss], the following loss has been reported:

- **Item/Property:** [Describe the lost item/property]
- **Last Known Location:** [Specify location]
- **Date and Time of Loss:** [Specify date and time]
- **Details/Circumstances:** [Brief description of incident]

We request you to provide a written explanation regarding the above loss within [number] working days from the date of this letter. An internal investigation will be conducted as per company policy to ascertain the circumstances and determine any potential responsibility.

Please cooperate with the supervisory and investigation process. If you have any queries, contact the HR Department.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Designation]

Important Notes:

- Ensure all details in the letter are accurate and verified.
- Maintain confidentiality during investigation processes.
- This document serves as formal and documented communication to the employee.
- Allow the employee an opportunity to respond or explain the situation.
- Preserve a copy of the letter for official records.