

# Employee Loss Explanation Letter

Date: \_\_\_\_\_

To,

[Recipient Name/Designation]

[Company/Department Name]

[Organization Address]

Subject: Explanation Regarding Loss of [Specify Item/Asset]

Dear [Recipient's Name],

I am writing this letter to formally explain the loss of [describe the lost item, asset, or property, e.g., office laptop, ID card, etc.], which was under my responsibility. The incident occurred on [date] at [place or circumstance].

The details of the loss are as follows:

- Description of item: [briefly describe item]
- Last known location: [location]
- Time and date of loss: [date & time]

Upon discovering the loss, I immediately reported the matter to [Supervisor/Manager/Security], and I have made every effort to locate/recover the item. I have also cooperated with all internal inquiries and provided a written statement as requested.

I sincerely apologize for any inconvenience this may have caused and assure you that I have taken appropriate steps to ensure such an incident does not recur.

Kindly let me know if any further information is required from my end.

Yours sincerely,

[Employee Name]

[Employee ID, if any]

[Department/Designation]

[Contact Information]

## Important Notes:

- **Provide accurate and honest details about the loss.**
- **Mention any immediate actions taken after the incident.**
- **Apologize and take responsibility where appropriate.**
- **Attach any supporting documents if needed (e.g., incident report, FIR copy).**
- **Always follow your organization's internal reporting procedure.**