

Employee Theft Investigation Report

Date of Report: [Insert Date]

Prepared By: [Your Name]

Incident Number: [Insert Incident Number]

1. Incident Overview

- **Date of Incident:** [Insert Date of Incident]
- **Time of Incident:** [Insert Time]
- **Location:** [Insert Location]
- **Type of Theft:** Employee Theft

2. Description of Incident

On [date], it was discovered that an employee, [insert employee name or ID], was involved in the theft of [describe the stolen items or assets, e.g., "company property, cash, or data"]. The theft was identified when [briefly describe how the incident was discovered, e.g., "discrepancies were found in inventory records or financial statements"].

3. Involved Parties

- **Employee:** [Employee name and job title]
- **Witnesses:** [List witnesses or colleagues with contact details, if applicable]

4. Evidence Collected

- **Security Footage:** [Describe any relevant footage showing the employee's actions].
- **Records Review:** [Mention discrepancies in records or data that indicate theft].
- **Witness Statements:** [Summarize witness accounts, if any].
- **Other Evidence:** [Describe other evidence, e.g., emails, access logs].

5. Actions Taken

- **Employee Interviewed:** The employee was questioned regarding the incident on [insert date].
- **Suspension or Termination:** [State if the employee was suspended or terminated following the investigation].
- **Law Enforcement:** [If applicable, note whether police were involved].

6. Preventive Measures

- **Policy Changes:** Implement tighter controls, such as [e.g., increased inventory checks or restricted access to sensitive areas].
- **Training:** Provide employee theft prevention training.

7. Conclusion

The investigation is complete, and [describe the outcome, e.g., "the employee was found responsible and terminated"]. Preventive steps have been implemented to reduce future risks.

Report Submitted By:

[Your Name]

[Your Position]