

Workplace Theft Investigation Report

Date: [Insert Date]

Location: [Insert Workplace Location]

Investigated by: [Insert Investigator's Name]

Report No.: [Insert Report Number]

Subject: Investigation of Workplace Theft

1. Background Information

On [Insert Date], it was reported that theft occurred at [Insert Workplace Location]. The stolen item(s) include [List of Stolen Items]. The theft was discovered by [Insert Name of Person Who Discovered It], and an internal investigation was initiated immediately.

2. Investigation Process

2.1 Incident Review

- **Time of Incident:** [Insert Time Frame of Incident]
- **Location of Theft:** [Specific Area/Department]
- **Items Stolen:** [List the Stolen Items with Approximate Value, if known]
- **Reported By:** [Name and Role of the Person Who Reported the Theft]

2.2 Evidence Collection

- **Witness Statements:** Interviews were conducted with [Number of Witnesses] employees who were present or had access to the location of the theft.
- **Video Surveillance:** [State if CCTV footage was reviewed and its findings].
- **Physical Evidence:** [Include any forensic evidence such as fingerprints or item tampering, if applicable].

2.3 Suspects and Interviews

- **Suspect(s) Identified:** [List the names and roles of any suspects, if applicable].
- **Interview Summary:** Each suspect was interviewed on [Insert Date], and their statements were as follows: [Summarize the key points from the interviews].

3. Findings

Based on the collected evidence, the investigation determined the following:

- The theft occurred between [Insert Time Range] in the [Insert Specific Area].
- [Summarize any conclusions or connections between evidence and potential suspects].

4. Conclusion

The investigation concluded that [Insert Outcome: if the suspect is identified, cleared, or if the case remains unresolved]. Recommendations for prevention of future incidents include [Insert Preventative Measures: additional security, surveillance, etc.].

Investigator's Signature: [Insert Signature]

Date: [Insert Date]