

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

**To:** Staff  
**From:** Management  
**Subject:** Hotel Room Theft  
**Date:**

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On Date it was reported by several guests that some of their valuable belongings had been taken from their rooms. Currently, a full investigation has been launched into these thefts. All employees are asked to assist in this investigation by reporting to management any and all suspicious activity that may have been observed at the time of the thefts. As noted in the company handbook, theft among hotel employees will not be tolerated, and we will prosecute to the fullest extent of the law.

Management wishes to thank all staff members in advance for their cooperation in this matter.