

This mail is to notify you of the commencement of an investigation.

*N.B. Please do not divulge this information to any other person without the authority of the investigating officer.*

Location            South Warnborough SPOB  
Address  
Postcode            Branch Code 092 904

Brief details of investigation: Audit deficit of £36,644.89 identified on 09 March 2006. I have spoken to Mrs Jo Hamilton (Postmaster) and formally invited her to attend an interview. Once a date has been agreed I will advise accordingly.

Case Reference no. POLTD/0506/0685

I will notify you of any significant developments throughout the investigation and would be grateful if you could keep me informed of anything that may affect or inform my enquiries. Additionally, you will be advised prior to any actions being taken, as part of the enquiry, (staff interviews / on site enquiries) that may impact on the operational efficiency of the location affected. In the event that staff / agent interviews are undertaken then you will be supplied with sufficient detail of their content in order to deal with any conduct issues that may arise.

You will be advised of the final outcome of this enquiry along with details of any weaknesses / failings that may have facilitated the incident in question,

If you need any further information during the course of the investigation, please feel free to contact me at any time on the number below.

Graham Brander  
Investigation Manager

TEL GRO