

Employee Theft Incident Report

Incident Details

Date of Incident

Time of Incident

Location

Employee Information

Name

Employee ID

Department / Position

Incident Description

Describe the incident

Items Involved

List any items stolen or involved

Witnesses

List name(s) and contact of witness(es) (if any)

Action Taken

Describe any immediate action taken

Actions taken (e.g. reported to manager, security involvement)

Report Filed By

Date