

Employee Theft Incident Report

Incident Details

Date of Incident

Time of Incident

e.g. 2:30 PM

Location

Location of incident

Employee Information

Name

Employee ID

Department / Position

Incident Description

Describe the incident

Provide a detailed description of the incident

Items Involved

List any items stolen or involved

Describe items (if applicable)

Witnesses

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

Name(s) and contact information

Action Taken

Describe any immediate action taken

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

Report Filed By

Date