

To:

Date:

You are hereby requested to submit to a psychophysiological veracity (PV) examination using the polygraph on (Date) _____ at (Time) _____ with Roy L. Clugston, Clugston Polygraph and Investigative Services, located at: 221 East 3rd Street, Grove, Oklahoma 74344. If you have any questions, please call (918) 622-7008. Please be advised that you have forty-eight hours, excluding weekend days and holidays, in which to consult with an attorney or employee representative before the scheduled examination. You also have the right to consult with legal counsel or an employee representative before each phase of the PV (polygraph) examination. However, your attorney or employee representative may be excluded from the room where the examination is administered during the actual testing phase.

This test is administered in connection with an ongoing investigation involving

You had access to the property, money, merchandises (circle) that is the subject of this investigation because (describe with detail the employee's access)

We have reasonable suspicion of you involvement in the above described incident, based on the following: (describe with detail the basis for reasonable suspicion)

Signed: _____
Employer's Authorized Representative

Signed by Employee at time letter received

Time and Date of receipt of this letter by employee