

# Employee Misconduct Investigation Report

**CONFIDENTIAL** - For Internal HR and Legal Use Only

This document serves as an official record of the investigation into alleged employee misconduct. Please complete all sections accurately.

## 1. General Investigation Information

Case/Report Number:

Date Report Filed:

Investigator Name:

Investigator Title:

## 2. Subject of Investigation (Accused Employee)

Employee Name:

Job Title:

Department:

Immediate Supervisor:

## 3. Complainant / Reporting Party

Complainant Name:

Relationship to Subject:

## 4. Details of the Alleged Incident

Date of Incident:

Location of Incident:

Type of Alleged Misconduct:

Detailed Description of Allegations:

## 5. Investigation Process & Evidence

List all witnesses interviewed and evidence collected during the investigation.

Witness Name(s) & Job Title(s):

Physical/Digital Evidence Secured:

## 6. Findings & Conclusion

Summary of Findings:

Investigation Outcome:

Recommended Disciplinary Actions:

## 7. Signatures and Approvals

By signing below, the parties acknowledge that this investigation was conducted in accordance with company policies.

Investigator Signature:  Date:

HR Representative Signature:  Date: