

EMPLOYEE RELATIONS INVESTIGATION REPORT

TEMPLATE LINKS

EMPLOYEE RELATIONS INVESTIGATION REPORT

Date of Investigation	
Investigator:	
Employee Under Investigation:	
Employee's Position:	
Probation End Date:	
Allegations/Complaints Received	[Briefly describe the allegations or complaints]

Purpose of Investigation:

[Explain the reason for the investigation, e.g., to determine if the employee violated company policies, to address a conflict between employees, etc.]

Investigation Process:

1. **Interviews:** List all individuals interviewed during the investigation, including the complainant, witnesses, and the accused employee. Document their statements and contact information.

- [Interviewee 1 Name]
 - Interview Date: [Date]
 - Interview Location: [Location]
 - Summary of Interview: [Include key points discussed during the interview]
- [Interviewee 2 Name]
 - Interview Date: [Date]
 - Interview Location: [Location]
 - Summary of Interview: [Include key points discussed during the interview]

2. **Evidence:** Document any evidence collected during the investigation, such as emails, documents, photos, or other relevant materials. Include dates, descriptions, and sources.

- [Description of Evidence 1]
 - Date Obtained: [Date]
 - Source: [Source]

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