

Employee Grievance Investigation Report

Date: _____
Report Prepared By: _____
Investigation Reference No.: _____

1. Employee Details

Employee Name: _____
Employee ID: _____
Department: _____
Position: _____

2. Grievance Details

Date of Grievance Filed: _____
Type of Grievance: _____
Description of Grievance:

3. Investigation Process Overview

1. Summary of Initial Review
2. Persons Interviewed and Evidence Collected
3. Relevant Policies and Procedures Checked

4. Findings

5. Conclusion & Recommendation

Investigator Name & Signature: _____

Date: _____

Important Notes:

- Confidentiality must be maintained throughout the investigation process.
- All facts and evidence should be documented objectively and accurately.
- The report should avoid assumptions and unsupported conclusions.
- This investigation must comply with company policy and relevant laws.
- All parties involved should be treated with fairness and respect during the process.

