

Employee Misconduct Investigation Report

Date of Report:

Reported By (Name/Position):

Employee Under Investigation (Name/Position):

Department:

Allegation Summary:

Brief description of the alleged misconduct.

Investigation Details:

1. **Date(s) of Investigation:** _____

2. **Investigating Officer(s):** _____

3. **Methodology:**

Interviews conducted, documentation reviewed, etc.

Findings:

Factual findings revealed during the investigation.

Conclusion:

Investigative conclusion based on findings (substantiated/unsubstantiated/other).

Recommended Action(s):

Disciplinary or corrective actions, if any.

Signatures:

Investigating Officer: _____ **Date:** _____

Manager/Supervisor: _____ **Date:** _____

Important Notes:

- This report is confidential and should be shared only with authorized personnel.
- Ensure all findings are based on documented evidence and fair investigation practices.
- Maintain objectivity and avoid assumptions or personal opinions.
- All parties involved should be given a fair opportunity to present their account.
- Securely store the completed report in accordance with company policy.

