

# PRELIMINARY INVESTIGATION REPORT

Date of Report: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Position/Department: \_\_\_\_\_

## Employee Details

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Position/Department: \_\_\_\_\_

## Incident Details

Date/Time of Incident: \_\_\_\_\_  
Location: \_\_\_\_\_  
Reported By: \_\_\_\_\_  
Nature of the Incident: \_\_\_\_\_

## Persons Involved/Witnesses

Name	Employee ID	Role

## Summary of Facts

## Initial Findings

## Recommendations / Next Steps

HR Signature: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

## Important Notes:

- Ensure all facts are verified and documented objectively.
- This document is confidential and should be handled as per company policies.
- A preliminary investigation report is not a final verdict or disciplinary action.
- Recommendations must comply with company policy and labor laws.

- Give all parties involved a chance to provide their statement when possible.