

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.