**HR Investigation Report**

HR should use this form to detail their investigation into workplace incidents.

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| **Investigator information** | | | |
| **Name** |  | **Employee ID** |  |
| **Job title** |  | **Date** |  |

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| **Case overview** | |
| **Summary of incident** | [Provide a concise summary of the incident, including who reported it and when and where it occurred.] |
| **Objective of investigation** | [Outline the investigation’s objective—what questions need answering and what the main goal of the investigation is.] |
| **Names of involved parties** | [List the names and designations of the individuals connected to the incident, including the complainant(s), the accused, and any witnesses.] |
| **Evidence and documentation** | [List the related materials you will attach to this report as evidence, such as emails, text messages, witness statements, or surveillance footage.] |

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| **Investigation findings and conclusions** |
| [Summarize the key findings and draw clear, unbiased conclusions based on what has been proven, what remains unclear, and whether the allegations are substantiated.] |



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| **Recommendations and next steps** |
| [Outline the recommended actions and next steps, including any disciplinary measures, additional training, policy updates, or other steps to resolve the issue and prevent reoccurrences.] |

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| **Follow-up actions** |
| [Track any corrective actions implemented and their effectiveness in preventing similar incidents, as well as the outcomes of investigations or litigation.] |

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| **Received by** | | | |
| **Name** |  | | |
| **Date** |  | **Signature** |  |



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