

HR INVESTIGATION SUMMARY REPORT

Investigation Summary Report		
Date of Investigation:		
Investigating Team:		
Report Prepared By:		
Case Number:		
1. Case Background		
Case Details		
Employee ID		
Employee Name		
Department		
Position		
Allegation		
Incident Date		
Incident Time		
2. Investigation Details		
Investigation Phase	Findings	Actions Taken
Initial Assessment		
Collection of Evidence		
Interview Process		
Fact-finding Analysis		
Conclusion & Report		
3. Findings and Analysis		
Category	Findings	Notes
Documentation		
Witness		
Complaint		
Communication		
Policies		
Procedures		
Discipline		
Others		
4. Action Plan & Recommendations		
Action	Responsible Person	Due Date
5. Conclusion	The investigation has been conducted thorough	
6. Recommendations	Based on the investigation, the following reco	
7. Follow-up	A follow-up process will be initiated to ensure	
	Date	Status
Progress Update 1		Comments
Progress Update 2		
Progress Update 3		
8. Closure		

Spreadsheet Investigations

Patrick Vollmar



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