

Blank Employee Misconduct Investigation Report Template

1. Basic Information

Report Number

Date of Report

Investigator Name(s)

Department

2. Employee Details

Employee Name

Employee ID

Position/Title

Manager/Supervisor

3. Alleged Misconduct Details

Date & Time of Incident(s)

Location

Description of Alleged Misconduct

4. Witnesses (if any)

Names and Contact Information

5. Investigation Steps Taken

Summary of Evidence Collected

Actions Taken (e.g., interviews, documents reviewed)

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6. Investigatorâ€™s Findings

Findings/Outcome

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7. Recommendations

Recommended Action(s) or Disciplinary Measures

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8. Final Review & Approval

Investigator Signature

Date

Reviewer/Manager Signature

Date
