

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)

6. Investigator’s Findings

Findings/Outcome

7. Recommendations

Recommended Action(s) or Disciplinary Measures

8. Final Review & Approval

Investigator Signature

Date

Reviewer/Manager Signature

Date