

**HR Investigation Summary Report**

**Investigation ID:** [Investigation ID]
**Date:** [Date]

**1. Introduction**

* **Complainant:** [Complainant's Name]
* **Respondent:** [Respondent's Name]
* **Department:** [Department Name]
* **Date of Complaint:** [Date of Complaint]
* **HR Investigator:** [Investigator's Name]

**2. Allegation(s)**

* **Summary of Allegation(s):**[Provide a brief summary of the allegations made by the complainant.]

**3. Investigation Process**

* **Investigation Start Date:** [Start Date]
* **Investigation End Date:** [End Date]
* **Methods Used:**
	+ [Interviews: List names of interviewees and dates of interviews]
	+ [Document Review: List documents reviewed]
	+ [Other Methods: Describe any additional methods used]

**4. Findings**

* **Summary of Findings:**[Provide a detailed summary of the findings from the investigation. Include evidence that supports or refutes the allegations.]
* **Supporting Evidence:**[List and describe the evidence gathered during the investigation.]

**5. Conclusion**

* **Conclusion of the Investigation:**[Provide a conclusion based on the findings. Indicate whether the allegations were substantiated, unsubstantiated, or inconclusive.]

**6. Recommendations**

* **Recommended Actions:**[List any recommended actions to be taken as a result of the investigation, such as disciplinary action, policy changes, or additional training.]

**7. Signatures**

* **HR Investigator Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_
* **HR Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendices**

* **Appendix A:** [Attach relevant documents, interview transcripts, evidence, etc.]
* **Appendix B:** [Additional appendices as needed]