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# 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.]

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- **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]