

GRIEVANCE – INVESTIGATION SUMMARY NOTES

PRIVATE & CONFIDENTIAL

INVESTIGATOR'S SUMMARY
<p>Employee(s) with Grievance:</p> <p>Job Title:</p> <p>Site:</p> <p>Nature of Grievance:</p> <p>Date/Timeframe:</p>

The following represents my conclusions following my investigation into the above.

[Insert summary of key events and the business implication of these].

I enclose the documentation gathered during my investigation.

INFORMATION GENERATED BY INVESTIGATION
<p>Item 1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>etc.</p>

Job Title

Date

Enc

Copy to: ***(Insert name of employee(s) with grievance).***