



Investigation Report– 'Individual's Name'

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Reference:

Version: One

Date:

Author:

Department:

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COMPANY Ltd

Confidential



### Document History

Version	Date	Reason
One		Investigation

### Document Distribution

Name

Position

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### Overview

Brief overview of the whole investigation



## Summary of Events

### Incident 1

Details of what the incident is, what was done and why

### Incident 2

Details of what the incident is, what was done and why

### Incident 3

Details of what the incident is, what was done and why

### Incident 4

Details of what the incident is, what was done and why

### Incident 5

Details of what the incident is, what was done and why

### Incident 6

Details of what the incident is, what was done and why

### **Investigative interview**

Summary of the investigation

### **Report References**

Exhibit 1	Documentation for incident 1
Exhibit 2	Documentation for incident 2
Exhibit 3	Documentation for incident 3
Exhibit 4	Documentation for incident 4
Exhibit 5	Documentation for incident 5
Exhibit 6	Documentation for incident 6
Exhibit 7	Minutes of investigation meeting