**Workplace Investigation Notice**

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| **Date:** |  |
| **To:** |  |
| **From:** |  |

[Company Name] is conducting an investigation of a complaint alleging a violation of company policy and you may be contacted. The investigation is being conducted by [Name of Investigator(s)], and employees are expected to cooperate fully and in good faith with the investigation. To the extent possible, [Company Name] will keep this investigation confidential, however, a certain amount of disclosure may be necessary to complete a thorough investigation.

Keep in mind that [Company Name] prohibits retaliation against individuals who file a complaint, oppose misconduct, and/or participate in an investigation. Employees found to have violated our policies may be subject to discipline, up to and including termination.

If you have any questions regarding the investigation process, please contact me.

Thank you for your cooperation.

**Signature:**