

Employee Statement Form

For Misconduct Investigation

The **employee statement form** sample provides a structured template to document detailed accounts during a misconduct investigation. It ensures clarity and consistency in capturing employees' perspectives, aiding in fair and thorough inquiry processes. Proper use of this form enhances organizational accountability and transparency in handling disciplinary actions.

Employee Name:

Employee ID:

Department / Position:

Date of Statement:

Date of Incident:

Location of Incident:

Detailed Statement:

Describe the incident in detail. Include what happened, who was involved, and any actions taken.

Witnesses (if any):

List names and contact details of any witnesses.

Additional Information:

Add any further relevant details.

Employee Signature:

Date:

Submit Statement