

Workplace Investigations Appendix E: Notification of Investigation for other Key Internal Departments

Memo

Highly Confidential

To: Steve Smith

From:

Date: January 1, 2013

Subject: New Internal Investigation – Case #000, Chicago, Illinois

I write to inform you that an issue for workplace investigation has been brought to our attention. Based on the preliminary information we have, the allegation concerns improper workplace conduct at the _____ branch.

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