

## Workplace Investigations Appendix I: Request for Interview

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Memo

To: Steve Smith

From:

Date: January 1, 2013

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

I write to confirm our telephone conversation. As I told you, an allegation has been raised that we would like to discuss with you. We have already gathered some preliminary information regarding the situation, and we would like to speak to you because we believe you have information that is relevant to the matters under investigation. I cannot share details concerning the matter today and ask you not to discuss our conversation with anyone in the company.

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