

APPENDIX 2

Sample of a notice of refusal to sign an internal investigation report

Dear Sir/Madam *[mention first name(s), last name, and function]*

You have expressed your refusal to sign the report(s) dated *[date]* relating to the internal investigation launched on *[date]* for the events/allegations of *[specify]* which led to a hearing on *[date]*.

On the grounds that:

[Specify]

Date

Signature of the investigator(s)

Signature of the person interviewed