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