

Professional Formal Acknowledgement of Grievance

Subject: Acknowledgement of Grievance Submission

Dear [Employee Name],

This letter serves as an official acknowledgement of your grievance submitted on [Date] regarding [Brief Description of Issue]. We assure you that your concern has been received and is being reviewed by the appropriate department.

You will be contacted within [Timeframe] with further updates on the resolution process. Thank you for bringing this matter to our attention.

Sincerely,

[HR Manager/Authorized Signatory]

[Company Name]

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