Casual Acknowledgement Email for Grievance

Subject: We've Received Your Grievance

Hi [Employee Name],

Just a quick note to let you know that we have received your grievance regarding [Issue]. Our team is looking into it, and we'II get back to you within [Timeframe].

Thanks for sharing your concern!

Best,

[HR Representative]

Get more templates here:

https://www.lettersandtemplates.com/letters/grievance-acknowledgement-letter