

Acknowledgement Pending Investigation

Subject: Provisional Acknowledgement of Grievance

Dear [Employee Name],

We acknowledge receipt of your grievance submitted on [Date]. Please note that this is a provisional acknowledgement while we conduct a thorough review of the matter. You will receive further communication once our preliminary investigation is complete.

Thank you for your patience and cooperation.

Sincerely,

[HR Manager/Authorized Signatory]

[Company Name]

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