

Formal Acknowledgement for Sensitive Issues

Subject: Acknowledgement of Submitted Grievance

Dear [Employee Name],

This is to formally acknowledge your grievance concerning [Sensitive Issue] received on [Date]. We recognize the gravity of the matter and have escalated it to the relevant department for immediate attention.

You will be informed of the outcome of the review process within [Timeframe]. Please be assured of our commitment to address this matter thoroughly.

Sincerely,

[HR Manager/Authorized Signatory]

[Company Name]

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