

Acknowledgement Addressing Recurring Concerns

Subject: Receipt of Grievance Regarding Recurring Issue

Dear [Employee Name],

We acknowledge receipt of your grievance submitted on [Date] concerning repeated instances of [Issue]. Your concern is important to us, and we will review it with urgency.

Further updates regarding the investigation and resolution will be communicated within [Timeframe].

Thank you for your continued patience.

Sincerely,

[HR Manager/Authorized Signatory]

[Company Name]

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