

Grievance Outcome Letter

Subject: Grievance Outcome

Dear [Recipient's Name],

I am writing to inform you of the outcome regarding the grievance I raised on [Date] concerning [briefly state the nature of the grievance]. I appreciate the time and effort taken by your organization to address this matter.

After a thorough investigation and careful consideration of all relevant information, I have been informed that the following resolution has been reached:

[Summarize the outcome of the grievance investigation and any actions taken by the company/organization to address the issue. Be clear and specific about the resolution.]

I would like to express my gratitude for the prompt attention given to my grievance and the professional manner in which it was handled. Your commitment to resolving the matter in a fair and efficient manner is greatly appreciated.

I believe that the resolution provided adequately addresses the concerns I raised, and I consider the grievance to be satisfactorily resolved. I would like to thank you and the entire team for your efforts in handling this matter.

Should any further concerns arise related to this grievance or any other matter, I trust that the channels for communication remain open, and I am confident in your commitment to addressing and resolving such issues promptly.

Once again, I would like to extend my appreciation for your attention to this matter and the satisfactory resolution reached. I believe that this outcome will contribute positively to maintaining a harmonious and productive working relationship.

Thank you for your understanding and cooperation.

Yours sincerely,

[Your Name]