

Formal grievance upheld notification

Subject: Grievance Decision - Case [Reference Number] - UPHELD

Dear [Employee Name],

Following our thorough investigation into your grievance submitted on [Date], I am writing to inform you of our decision.

After careful consideration of all evidence presented, including witness statements, documentation, and testimonies from all parties involved, we have determined that your grievance is UPHELD.

The investigation has substantiated your concerns regarding [specific issue]. We acknowledge that the situation you experienced was unacceptable and inconsistent with our organizational values and policies.

Immediate corrective actions have been implemented:

- [Specific action 1]
- [Specific action 2]
- [Specific action 3]

Additionally, we are taking the following preventive measures to ensure this situation does not recur:

- [Preventive measure 1]
- [Preventive measure 2]

We sincerely apologize for the distress this situation has caused you. Your willingness to bring this matter to our attention demonstrates your commitment to maintaining a positive workplace environment.

If you have any questions about this decision or the implemented actions, please do not hesitate to contact me directly.

Yours sincerely,

[Name]

[Title]

[Contact Information]

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