

Grievance rejection with detailed explanation

Subject: Grievance Investigation Outcome - Case [Reference Number] - NOT UPHELD

Dear [Employee Name],

I am writing to inform you of the conclusion of the grievance investigation process initiated by your formal complaint dated [Date].

After conducting a comprehensive investigation, which included interviews with all relevant parties, review of pertinent documentation, and examination of applicable policies and procedures, we have concluded that your grievance cannot be upheld.

Our investigation findings indicate that:

- [Finding 1 with supporting evidence]
- [Finding 2 with supporting evidence]
- [Finding 3 with supporting evidence]

The evidence does not support the allegations made in your grievance. All actions taken by management were found to be consistent with established policies and procedures, and within the scope of reasonable management discretion.

While we cannot uphold your grievance, we value your concerns and recognize your right to raise workplace issues. This decision does not reflect negatively on you as an employee, and there will be no adverse consequences for filing this grievance.

You have the right to appeal this decision within [timeframe] by contacting [appeal authority].

Information regarding the appeal process is attached to this letter.

We remain committed to maintaining a positive work environment and encourage open communication on workplace matters.

If you have questions about this decision, please contact me directly.

Sincerely,

[Name]

[Title]

[Organization]

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