

## Acknowledgment of grievance withdrawal

Subject: Acknowledgment of Grievance Withdrawal - Case [Reference Number]

Hi [Employee Name],

Thank you for your email dated [Date] requesting to withdraw your grievance filed on [Original Date].

We acknowledge and accept your decision to withdraw grievance case [Reference Number]. As per your request, we are formally closing this case with no further action required from either party.

All investigation activities have been suspended, and any preliminary findings will be archived confidentially. This withdrawal will not appear on your personnel record as a negative entry.

We appreciate that workplace situations can evolve and sometimes resolve themselves naturally.

Your initial decision to raise concerns demonstrates your commitment to a positive work environment, which we value.

Should you experience similar issues in the future, please remember that our door remains open for discussion and our grievance procedures are available to all employees.

Thanks for your understanding throughout this process.

Best wishes,

[Name]

[HR Representative]

[Contact Details]

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