

Informal resolution acknowledgment

Subject: Great News - Your Concerns Have Been Addressed!

Dear [Employee Name],

I'm pleased to update you on the informal resolution of the workplace concerns you raised on [Date].

Following our discussions and the collaborative approach taken by all parties, I'm happy to confirm that a mutually acceptable solution has been reached without the need for a formal grievance process.

Key outcomes achieved:

- [Resolution point 1]
- [Resolution point 2]
- [Resolution point 3]

This demonstrates the effectiveness of early intervention and open communication in resolving workplace issues. Your willingness to engage in constructive dialogue helped create a positive outcome for everyone involved.

Moving forward, we'll continue to monitor the situation to ensure the agreed-upon changes remain effective. Please don't hesitate to reach out if you have any concerns or if you'd like to discuss how things are progressing.

Thank you for your positive approach to resolving this matter. It's this kind of collaborative spirit that makes our workplace stronger.

Warm regards,

[Name]

[Title]

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