

Investigation progress notification

Subject: Grievance Investigation Status Update - Case [Reference Number]

Dear [Employee Name],

I am writing to provide you with an update on the investigation of your grievance submitted on [Date].

Current Investigation Status:

The investigation is progressing according to our established timeline. We have completed the following steps:

- Initial assessment and case assignment
- Collection of relevant documentation
- Interviews with [number] key witnesses
- Policy and procedure review

Remaining Steps:

- Final interviews with involved parties (scheduled for [timeframe])
- Analysis of all collected evidence
- Preparation of investigation report
- Decision formulation

We expect to complete the investigation and provide you with our final decision by [Expected Date].

This timeline may be subject to minor adjustments if additional evidence emerges or if key personnel become unavailable.

Throughout this process, we are committed to conducting a thorough, fair, and impartial investigation. All parties involved are being treated with respect and confidentiality is being maintained to the fullest extent possible.

If you have additional information that you believe is relevant to your case, please contact me as soon as possible.

Thank you for your continued patience as we work toward a resolution.

Regards,

[Investigator Name]

[Title]

[Contact Information]

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