

Grievance resolution with disciplinary consequences

Subject: Grievance Investigation Outcome and Disciplinary Action - Case [Reference Number]

Dear [Employee Name],

Following the completion of the investigation into your grievance dated [Date], I am writing to inform you of our findings and subsequent actions.

GRIEVANCE OUTCOME: UPHELD

Our investigation has substantiated the allegations in your grievance. The conduct you reported constitutes a serious violation of our workplace policies and behavioral standards.

Investigation Findings:

- [Key finding 1]
- [Key finding 2]
- [Key finding 3]

Disciplinary Action Taken:

Based on the severity of the violations found, the following disciplinary measures have been implemented against the respondent:

- [Disciplinary action 1]
- [Disciplinary action 2]
- [Disciplinary action 3]

Additional Remedial Measures:

To address your concerns and prevent recurrence:

- [Remedial measure 1]
- [Remedial measure 2]
- [Remedial measure 3]

We recognize the courage it took to bring these matters to our attention and apologize for the inappropriate conduct you experienced. Your actions have helped us maintain the integrity of our workplace standards.

All disciplinary actions have been processed in accordance with our policies and relevant employment law. Confidentiality regarding specific disciplinary measures will be maintained as required.

If you experience any form of retaliation as a result of filing this grievance, please report it immediately to [contact].

Sincerely,

[Senior Manager Name]

[Title]

[Organization]

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