

Official Grievance Response Letter Rejecting the Complaint

Subject: Response to Your Grievance Submission

Dear [Employee/Customer Name],

We write in reference to the grievance you submitted on [date]. After careful review of the circumstances and a thorough investigation, we regret to inform you that your grievance cannot be upheld.

Our findings indicate that [briefly state reasons and evidence]. While we understand your concerns, the outcome of our review does not support the claims made in your submission.

We sincerely appreciate the time you took to bring this matter forward and assure you that your complaint was considered with seriousness. Should you wish to appeal this decision, you may do so by [describe appeal process if available].

Respectfully,

[Your Name]

[Your Position]

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