

Serious Grievance Response Letter Addressing Workplace Misconduct

Subject: Response to Your Grievance Concerning Misconduct

Dear [Employee Name],

We acknowledge receipt of your grievance regarding alleged misconduct in the workplace. Following a detailed investigation, we confirm that your concerns were justified. Appropriate disciplinary measures have been taken in line with company policy.

We want to assure you that our workplace remains committed to safety, respect, and professionalism. Measures are being introduced to prevent similar incidents and to ensure a supportive environment for all employees.

Thank you for your courage in raising this matter. Please know that your well-being is our priority.

Sincerely,

[Your Name]

[Your Position]

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