

Comprehensive letter explaining investigation outcome and resolution

Subject: Outcome of Grievance Investigation

Dear [Recipient Name],

Following the review of your grievance submitted on [Date] regarding [Issue], we have completed a thorough investigation. The findings indicate [Summary of Findings], and corrective measures have been implemented as follows: [List of Actions].

We appreciate your bringing this matter to our attention and remain committed to maintaining transparency and fairness. Please contact us if further discussion is needed.

Sincerely,

[Your Name]

[Position/Department]

[Organization]

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