

Formal response addressing employee grievance

Subject: Response to Your Grievance

Dear [Employee Name],

We acknowledge receipt of your grievance submitted on [Date] regarding [Brief Description of Issue]. After a thorough review, we have taken the necessary steps to investigate the matter.

Based on our findings, [Summary of Findings/Actions Taken]. We assure you that appropriate measures have been implemented to address the concern.

Thank you for bringing this to our attention. Please feel free to contact HR if you require further clarification.

Sincerely,

[HR Manager Name]

[Company Name]

[Contact Information]

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