

Temporary acknowledgment and response

Subject: Provisional Response to Your Grievance

Dear [Employee Name],

We have received your grievance regarding [Issue] submitted on [Date]. At this time, we are conducting a detailed investigation and will provide a final response upon completion.

This provisional letter serves as an acknowledgment of receipt and our commitment to address your concerns promptly.

Thank you for your patience.

Sincerely,

[HR Manager Name]

[Company Name]

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