## Casual tone for internal team communication

Hi [Employee Name],

Thanks for sharing your concern about [Issue]. We've looked into it and are working on the best way to resolve it. We'll keep you updated as we proceed.

Please reach out if you have additional details or suggestions.

Best,

[HR/Manager Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/grievance-response-letter">https://www.lettersandtemplates.com/letters/grievance-response-letter</a>