

Detailed response with corrective actions

Subject: Resolution to Your Grievance

Dear [Employee Name],

Following your grievance regarding [Issue], submitted on [Date], we have completed our review. The investigation confirmed [Findings] and the following actions have been taken to resolve the matter:

1. [Action 1]
2. [Action 2]
3. [Action 3]

We appreciate your patience during this process and encourage you to provide feedback if further concerns arise.

Sincerely,

[HR Manager Name]

[Company Name]

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