

Empathetic and understanding tone

Subject: Response to Your Concern

Dear [Employee Name],

We understand the concerns you raised in your grievance dated [Date]. We genuinely value your feedback and have taken the matter seriously. Our team has implemented [Actions Taken] to ensure such issues are minimized going forward.

Your dedication to improving our workplace is greatly appreciated. Thank you for bringing this to our attention.

Warm regards,

[HR Manager Name]

[Company Name]

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