

Professional letter denying grievance

Subject: Response to Your Grievance Submission

Dear [Employee Name],

We have carefully reviewed your grievance submitted on [Date] concerning [Issue]. Based on our investigation and company policies, we regret to inform you that the grievance cannot be upheld at this time.

We encourage you to continue providing feedback and assure you that all concerns are valued.

Sincerely,

[HR Manager Name]

[Company Name]

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