

Employee Concern Resolution

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Resolution of Your Concern

Dear [Employee's Name],

Thank you for bringing your concerns regarding [briefly describe concern] to our attention. We value your feedback and take such matters seriously.

After a thorough review and discussion, we have concluded that [outline the resolution or steps taken]. We believe this will address your concern in a satisfactory manner.

If you have any further questions or need additional assistance, please do not hesitate to reach out. We appreciate your contribution to the team and are committed to ensuring a positive work environment.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]