

# Internal Staff Issue Resolution

Date: [Insert Date]

To: [Employee Name]  
[Employee Position]  
[Company Name]

Dear [Employee Name],

We are writing to address the recent internal issue that has been brought to our attention concerning [brief description of the issue]. We appreciate your prompt communication about this matter and take such concerns very seriously.

After thorough investigation and discussions with all parties involved, we have reached the following conclusions and proposed resolutions:

- [Summary of findings]
- [Proposed resolution #1]
- [Proposed resolution #2]

We believe that these measures will help in resolving the situation effectively and in a timely manner. We encourage open dialogue and welcome any thoughts or concerns you may wish to share regarding the proposed resolution.

Thank you for your understanding and cooperation. We are committed to maintaining a positive work environment and appreciate your contributions to our team.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]