

Employee Grievance Settlement Letter

Date: [Insert Date]

To,

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Grievance Settlement

We acknowledge the grievance you submitted on [insert date of grievance submission] regarding [briefly summarize the grievance]. After careful consideration and discussions with all parties involved, we are pleased to inform you that a resolution has been reached.

The following measures will be implemented to address your concerns:

- [Detail measure 1]
- [Detail measure 2]
- [Detail measure 3]

We appreciate your patience throughout this process and believe that this resolution will contribute to a positive working environment. Should you have any further questions or require additional clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]