

Response to Employee Complaint Inquiry

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Response to Your Inquiry Regarding Complaints

Dear [Employee Name],

Thank you for reaching out to us regarding your concerns. We take employee complaints seriously and appreciate the opportunity to address them.

We have thoroughly reviewed your complaint about [briefly describe the issue]. Our investigation included [outline the steps taken during the inquiry, such as interviewing relevant parties, reviewing documentation, etc.].

Following this inquiry, we have determined [summarize findings]. As a result, we plan to [outline any actions to be taken or suggestions].

Your feedback is invaluable to us, and we encourage you to continue sharing your thoughts. Please feel free to reach out if you have any further questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]