

Resolution Letter for Staff Concerns

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Resolution of Concerns

Dear [Employee's Name],

Thank you for bringing your concerns to our attention regarding [briefly mention the concerns]. We appreciate your openness and commitment to improving our workplace.

After reviewing the situation, we have taken the following actions to address your concerns:

- [Action 1]
- [Action 2]
- [Action 3]

We believe these measures will establish a more positive work environment and help resolve any ongoing issues. Please feel free to reach out if you require further assistance or have additional comments.

Thank you for your patience and understanding.

Best regards,
[Your Name]
[Your Position]