

**Dear [Staff Member's Name],**

Thank you for bringing your concerns to our attention. We appreciate your openness and commitment to improving our workplace.

Your feedback is important, and we take it seriously. I want to assure you that we are reviewing your concerns regarding [briefly specify the issue, e.g., workload, communication, etc.].

We are committed to fostering a supportive environment, and we are exploring possible solutions. We would like to discuss this further with you to ensure your voice is heard and to work towards a resolution together.

Please let me know a convenient time for you to meet, or feel free to share any additional thoughts via email.

Thank you once again for your courage in voicing your concerns.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]