

# Follow-Up on Employee Grievance

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Follow-Up on Your Grievance Submission

Dear [Employee's Name],

I hope this message finds you well. I am writing to follow up on the grievance you submitted on [Insert Date of Grievance]. We take such matters seriously and want to ensure that your concerns are addressed appropriately.

As of today, we have initiated our investigation into the issues you raised, and I would like to provide you with an update on the progress:

- Status of Investigation: [Brief Update]
- Next Steps: [Outline Next Steps]
- Expected Timeline: [Insert Timeline]

If you have any further information or concerns you wish to discuss, please feel free to reach out to me directly at [Your Contact Information]. Your feedback is essential in helping us resolve this matter.

Thank you for your patience and cooperation during this process.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]