

# Employee Grievance Resolution Letter

**Date:** [Insert Date]

**To:** [Employee's Name]

**From:** [Manager's Name]

**Subject:** Grievance Resolution

Dear [Employee's Name],

We acknowledge the grievance you submitted on [insert date of grievance submission] regarding [briefly outline the grievance issue]. We appreciate your willingness to bring this matter to our attention.

After thorough investigation and discussion, we have come to a resolution regarding your concern. Our findings are as follows:

- [Finding 1]
- [Finding 2]
- [Finding 3]

In light of these findings, the following actions will be taken:

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

We believe that this resolution will address your concerns effectively. Should you have any further questions or require additional clarification, please do not hesitate to reach out to me directly.

Thank you for your cooperation and for being a valued member of our team.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]