

# Feedback on Grievance Matter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Feedback on Your Grievance

Dear [Employee's Name],

Thank you for bringing your grievance regarding [brief description of grievance] to our attention. We take all feedback seriously and appreciate the opportunity to address your concerns.

After reviewing the details of your grievance, we have taken the following steps:

- [Step 1: describe the action taken]
- [Step 2: describe the action taken]
- [Step 3: describe the action taken]

We understand the importance of resolving this matter and are committed to ensuring a fair outcome. You can expect a follow-up meeting on [insert date] to further discuss the situation.

Thank you once again for your patience and for bringing this matter to our attention. If you have any further questions or concerns, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]