

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Grievance Acknowledgment

Dear [Employee Name],

We acknowledge the receipt of your grievance submitted on [Date of Submission]. Your concerns regarding [brief summary of grievance] have been noted.

Please be assured that we take your grievance seriously and appropriate steps will be taken to investigate the matter thoroughly. We will follow up with you by [expected follow-up date] regarding the progress.

If you have any further questions or require additional information, please do not hesitate to contact us.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]