

Grievance Closure Notification

Date: [Insert Date]

Dear [Employee/Customer Name],

We are writing to inform you that your grievance submitted on [Insert Grievance Submission Date] regarding [Brief Description of Grievance] has been thoroughly reviewed.

After the investigation, we have reached the following conclusion: [Summary of Findings]. We appreciate your patience during this process and want to assure you that your concerns were taken seriously.

As a result, we have implemented the following actions to address your grievance: [List Actions Taken].

If you have any further questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]