

Grievance Investigation Results

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are writing to inform you of the results of the investigation regarding the grievance you submitted on [Insert Grievance Date]. This investigation aimed to address the concerns raised in your grievance relating to [Briefly summarize the main issue].

After conducting a thorough investigation, which included interviews with relevant parties and a review of applicable documentation, the following conclusions have been reached:

- Finding 1: [Describe finding]
- Finding 2: [Describe finding]
- Finding 3: [Describe finding]

Based on these findings, the following actions will be taken:

1. [Action 1]
2. [Action 2]
3. [Action 3]

We appreciate your patience throughout this process. If you have any further questions or concerns, please do not hesitate to contact us. We remain committed to a respectful and safe environment at [Company/Organization Name].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]