

# Support Resources for Grievance Issues

Dear [Recipient's Name],

We understand that you may be facing challenges and want to assure you that resources are available to support you in addressing your grievance. Below are a few options you can consider:

## 1. Employee Assistance Program (EAP)

Your EAP offers confidential support for a variety of personal and work-related issues. You can reach them at [EAP Phone Number] or visit their website at [EAP Website].

## 2. Human Resources

If you would like to discuss your grievance further, please contact our HR department at [HR Phone Number] or [HR Email Address]. They are available to provide guidance and support.

## 3. Mediation Services

If you prefer to have a neutral third party involved, mediation services can be arranged. Please reach out to [Mediator's Contact Information] for assistance.

Remember, your voice matters, and we are here to support you through this process. If you have any questions or need further assistance, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]