

# ACKNOWLEDGMENT OF RECEIVED GRIEVANCE

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to acknowledge the receipt of your grievance submitted on [Insert Date of Grievance Submission]. Your concerns are important to us, and we take them seriously.

The details of your grievance will be reviewed thoroughly, and we aim to investigate the matter promptly. We believe in maintaining a supportive and fair work environment, and we appreciate your willingness to bring this issue to our attention.

We will aim to provide you with updates regarding the progress of the investigation within [Insert Time Frame, e.g., 10 business days]. If you have any additional information you would like to share, please do not hesitate to reach out.

Thank you for your patience and understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]