

# Employee Complaint Resolution Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acknowledgment of Complaint Resolution

Dear [Employee's Name],

We would like to acknowledge the receipt of your complaint submitted on [Insert Date]. We take all employee concerns seriously and have conducted a thorough investigation into the matter.

After careful review, we have reached the following conclusions: [Insert Summary of Findings].

We appreciate your patience throughout this process. Should you have any further concerns or questions regarding this resolution, please do not hesitate to reach out.

Thank you for your commitment to maintaining a positive work environment.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]