

Employee Complaint Resolution Confirmation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Position: [Insert Position]

Department: [Insert Department]

Dear [Employee Name],

We are writing to confirm that we have received your complaint regarding [briefly describe the issue]. After a thorough investigation and discussion with all relevant parties, we are pleased to inform you that the following resolution has been reached:

[Detail the resolution, steps taken, and any relevant outcomes].

We appreciate your patience and cooperation during this process. If you have any further questions or concerns, please do not hesitate to reach out.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]