

# Employee Complaint Resolution Feedback Request

Dear [Employee Name],

We hope this message finds you well. As part of our commitment to maintaining a positive work environment, we would like to gather your feedback regarding the recent resolution of your complaint submitted on [Date of Complaint].

Your insights are invaluable in helping us improve our processes and address any concerns effectively. Kindly take a moment to answer the following questions:

1. Were you satisfied with the resolution provided? (Yes/No)
2. How well do you feel your concerns were understood? (1-5 scale)
3. What suggestions do you have for improving our complaint resolution process?

Please reply by [Response Deadline]. Your feedback will remain confidential and will be used solely for the purpose of enhancing our complaint resolution processes.

Thank you for your time and cooperation.

Best regards,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]