

Follow-Up on Employee Complaint Resolution

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Follow-Up on Your Recent Complaint

Dear [Employee's Name],

Thank you for bringing your concerns to our attention regarding [briefly mention the nature of the complaint]. We appreciate your patience as we worked through the resolution process.

As part of our commitment to maintaining a positive work environment, I would like to follow up on the actions taken since our last communication:

- [Action 1: Describe the action taken]
- [Action 2: Describe any additional steps taken]
- [Further steps if necessary]

Please let me know if you feel that the resolution provided meets your expectations or if there are any further concerns you would like to discuss. Your feedback is important to us.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]