

Invitation to Employee Complaint Resolution Meeting

Dear [Employee Name],

We would like to invite you to a meeting to discuss your recent complaint regarding [brief description of the complaint]. The meeting is an opportunity to address your concerns and work towards a resolution.

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Attendees:** [List names of attendees]

Please confirm your attendance by [Insert Confirmation Date]. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you, and we look forward to speaking with you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]