

Outcome of Employee Complaint Resolution

Dear [Employee's Name],

We are writing to inform you of the outcome of your complaint submitted on [Date of Submission]. After a thorough investigation, we have concluded the review process.

Find below a summary of the findings and our resolution:

Complaint Summary:

[Brief summary of the complaint]

Findings:

[Summary of findings from the investigation]

Resolution:

[Details of the resolution, actions taken, or recommendations]

We appreciate your bringing this matter to our attention. Our commitment is to ensure a fair workplace, and we encourage you to reach out if you have any further concerns or questions.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]