

Employee Complaint Resolution Summary

Date: [Insert Date]

To: [Employee's Name]

From: [HR Manager's Name]

Subject: Employee Complaint Resolution Summary

Complaint Details

Employee ID: [Employee ID]

Department: [Employee Department]

Date of Complaint: [Date of Complaint]

Description of Complaint: [Brief description of the complaint]

Resolution Process

On [Date of Investigation], an investigation was conducted involving the following steps:

- [Step 1: Description]
- [Step 2: Description]
- [Step 3: Description]

Findings

[Summarize findings from the investigation]

Resolution

[Describe the resolution agreed upon and any actions taken]

Next Steps

[Outline any further actions to be taken, follow-ups, or support offered]

Thank you for bringing this matter to our attention. Please do not hesitate to reach out if you have any further questions or concerns.

Sincerely,

[HR Manager's Name]

[HR Manager's Title]

[Company Name]