

# Employee Complaint Resolution Support

Date: [Insert Date]

To: [Insert Employee Name]

From: [Insert Supervisor/HR Name]

Subject: Support Resources for Your Complaint

Dear [Employee Name],

We acknowledge the receipt of your complaint regarding [briefly describe the issue]. We take such matters seriously and are dedicated to providing support throughout the resolution process.

## Support Resources Available to You:

- **Human Resources Department:** You can reach out to HR at [HR Contact Information] for assistance.
- **Employee Assistance Program (EAP):** Available for confidential support, contact [EAP Contact Information].
- **Union Representative:** If applicable, you may contact your union representative for support at [Union Contact Information].

Please feel free to reach out to any of the resources mentioned above. We are here to support you through this process.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]