

# Employee Complaint Resolution Update

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are writing to provide you with an update regarding the complaint you submitted on [insert complaint date] regarding [brief description of the complaint]. We take all complaints seriously and have been conducting a thorough investigation.

As of today, we have completed our investigation and would like to outline the findings:

- Finding 1: [Details of finding]
- Finding 2: [Details of finding]
- Finding 3: [Details of finding]

Based on these findings, the following actions will be taken:

1. Action 1: [Details of action]
2. Action 2: [Details of action]
3. Action 3: [Details of action]

Your feedback is important to us. If you have any further questions or concerns, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your patience and understanding during this process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]