

Acknowledgment of Employee Concern

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Department]

Subject: Acknowledgment of Your Concern

Dear [Employee's Name],

We want to acknowledge the receipt of your concern regarding [briefly summarize the concern]. Your feedback is important to us, and we appreciate you bringing this matter to our attention.

We are currently reviewing the situation and will take the necessary steps to address your concerns. We aim to respond to you within [insert timeframe].

Thank you for your commitment to maintaining a healthy workplace. Please feel free to reach out if you have any further questions in the meantime.

Sincerely,

[Your Name]

[Your Position]

[Company Name]