

# Acknowledgment of Grievance Submission

Date: [Insert Date]

Dear [Staff Member's Name],

We acknowledge the receipt of your grievance submitted on [Insert Submission Date]. Your concerns have been duly noted, and we appreciate you bringing this matter to our attention.

Please be assured that we take all grievances seriously and will begin our review process promptly. You can expect to hear from us regarding the progress of your grievance within [Insert Time Frame].

If you have any questions or need further assistance, please do not hesitate to contact [Insert Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]