

Letter of Acknowledgment for Workplace Concern

Date: [Insert Date]

To: [Employee's Name]

[Employee's Job Title]

[Company Name]

[Company Address]

Dear [Employee's Name],

Thank you for bringing your concerns regarding [briefly describe the concern] to our attention on [insert date of communication]. We appreciate your willingness to speak up and address this matter.

We want to assure you that your concern is important to us, and we take it seriously. Our HR team will be looking into the situation, and we aim to resolve it in a timely manner. You can expect to hear back from us by [insert timeframe].

If you have any additional information or if you would like to discuss this further, please feel free to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]