

Confirmation of Issue Raised

Date: [Insert Date]

To,

[Employee Name]

[Employee Address]

Dear [Employee Name],

We have received your communication regarding the issue you raised on [insert date of issue raised]. We would like to confirm that your concern is noted and we are currently reviewing the details.

Please be assured that we take such matters seriously and will do our best to resolve this issue promptly. We aim to provide you with a thorough response by [insert expected response date].

If you have any further information or queries in the meantime, please do not hesitate to reach out to us.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]