

Employee Complaint Acknowledgment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We acknowledge receipt of your complaint submitted on [Insert Date of Complaint]. Please be assured that your concerns are taken seriously, and we are committed to addressing them in a timely and thorough manner.

Your complaint will be reviewed by [Insert Name/Title of Reviewer or Department], and we will keep you updated throughout the process. Please allow us [Insert Timeframe] for the investigation to take place.

If you have any additional information or concerns to share, feel free to contact us at [Insert Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]