

Employee Complaint Receipt Confirmation

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We acknowledge the receipt of your complaint submitted on [Insert Submission Date]. Your feedback is important to us, and we take all complaints seriously.

Details of your complaint:

Complaint Reference Number: [Insert Reference Number]

Nature of Complaint: [Brief Description of the Complaint]

We will review your complaint and get back to you within [Insert Time Frame] with an update on the action taken. Please be assured that your complaint will be handled with the utmost confidentiality.

If you have any further questions or additional information to provide, please feel free to contact us at [Contact Information].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]