

Grievance Acknowledgment

Date: [Date]

To: [Employee Name]

From: [HR Manager's Name]

Subject: Acknowledgment of Grievance Submission

Dear [Employee Name],

We acknowledge the receipt of your grievance submitted on [Grievance Submission Date]. We take your concerns seriously and are committed to addressing them promptly.

Your grievance is currently under review, and we will conduct a thorough investigation to ensure a fair resolution. We appreciate your patience during this process.

If you have any further information or documentation that you would like to provide, please feel free to share it with us.

Thank you for bringing this matter to our attention. We will keep you informed of the progress and outcomes of the investigation.

Sincerely,

[HR Manager's Name]

[HR Manager's Title]

[Company Name]

[Contact Information]