

Receipt of Employee Dissatisfaction Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acknowledgment of Employee Dissatisfaction Notice

Dear [Employee's Name],

We acknowledge receipt of your notice dated [Insert Date of Notice] regarding your dissatisfaction with [briefly describe the issue].

Your concerns are important to us, and we appreciate you bringing this matter to our attention. We are committed to addressing it promptly and will initiate a review of the situation.

Please expect to hear from [Manager's Name/HR Name] by [Insert Response Timeline] regarding the next steps. Your feedback is invaluable to us.

Thank you for your candidness and for helping us improve our workplace.

Sincerely,

[Manager's Name]

[Title]

[Company Name]