

Grievance Response Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Response to Grievance Submitted

Dear [Employee's Name],

Thank you for your recent grievance submitted on [Insert Submission Date]. We take all grievances seriously and appreciate the opportunity to address your concerns.

After a thorough investigation of the matter, we have found that [insert summary of findings]. As a result, we have decided to [insert actions taken or proposed solutions].

We are committed to providing a fair and safe workplace for all employees. Please let us know if you would like to discuss this matter further or if you have any further concerns.

Thank you for bringing this matter to our attention. We value your contribution to our organization.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]