

Acknowledgment of Workplace Issues

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

Thank you for bringing your concerns regarding [briefly describe the issues] to our attention. We take such matters seriously and appreciate your willingness to address these issues openly.

We acknowledge receipt of your complaint dated [insert date of complaint] and want to assure you that we are committed to investigating this matter thoroughly. Your concerns will be reviewed by [mention the relevant department or individuals], and we will keep you updated on our progress.

Please feel free to reach out to us should you have any additional information or require further assistance.

Thank you for your patience as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]