

Grievance Acknowledgment Confirmation

[Your Name]
[Your Position]
[Company/Organization Name]
[Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Date]

[Employee's Name]
[Employee's Position]
[Employee's Department]
[Employee's Company/Organization Name]
[Employee's Address]
[Employee's City, State, Zip]

Dear [Employee's Name],

We acknowledge the receipt of your grievance submitted on [Grievance Submission Date]. We want to assure you that your concerns are taken seriously, and we will address them promptly.

Your grievance is currently under review, and we aim to provide you with a response by [Response Deadline]. If further information or clarification is required, please do not hesitate to reach out.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]