

Grievance Submission Confirmation

Dear [Employee's Name],

We acknowledge the receipt of your grievance form submitted on [Date]. Your grievance is important to us, and we will begin our review process promptly.

Grievance Details:

- **Date of Submission:** [Date]
- **Submitted By:** [Employee's Name]
- **Department:** [Department Name]
- **Nature of Grievance:** [Brief Description]

You will be contacted by a member of our HR team within [Timeframe] to discuss the matter further. Thank you for bringing this to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]