

Recognition of Grievance Filing

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally acknowledge the receipt of your grievance submitted on [insert submission date]. We appreciate you taking the time to bring your concerns to our attention.

Your grievance is important to us, and we are committed to addressing it in a timely and fair manner. We will review the details you provided and initiate the appropriate steps to investigate the matter thoroughly.

Thank you for your commitment to maintaining a constructive dialogue within the organization. Should you require further information or wish to discuss this matter, please do not hesitate to reach out to me directly at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]