

Employee Grievance Acknowledgment

Date: [Current Date]

Employee Name: [Employee Name]

Employee ID: [Employee ID]

Department: [Department]

Position: [Position]

Dear [Employee Name],

We are in receipt of your grievance submitted on [Date of Grievance Submission]. We appreciate your willingness to bring this matter to our attention and assure you that we will handle it with the utmost seriousness and confidentiality.

Your concerns are important to us, and we will initiate an investigation promptly. You can expect to receive further communication from us regarding the status of your grievance by [Expected Response Date].

If you have any questions or require further assistance in the meantime, please do not hesitate to reach out to [Contact Person] at [Contact Information].

Thank you for your patience as we work to address your concerns.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]