

Employee Grievance Feedback Request

Date: [Insert Date]

To: [Manager's Name]

From: [Employee's Name]

Subject: Request for Feedback on Grievance Submitted

Dear [Manager's Name],

I hope this message finds you well. I am writing to request your feedback regarding the grievance I submitted on [insert date of grievance submission] concerning [briefly describe the nature of the grievance].

Understanding your perspective on this matter is very important to me, as it will help ensure that my concerns are addressed appropriately. I would greatly appreciate it if you could provide any insights or updates regarding the status of my grievance at your earliest convenience.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Employee's Name]

[Employee's Position]

[Employee's Contact Information]