

Dear [Employee's Name],

We would like to invite you to a follow-up discussion regarding your recent grievance submitted on [Date of Grievance]. Your concerns are important to us, and we believe that a conversation will help in addressing them effectively.

Please join us for a meeting on [Date] at [Time], to be held at [Location/Platform]. This will provide an opportunity for us to discuss your concerns further and explore potential solutions together.

If you have any specific topics or additional points you would like to address during this meeting, please feel free to share them in advance.

Thank you for bringing your concerns to our attention, and we look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]