

# Employee Grievance Investigation Update

Date: [Insert Date]

To: [Employee's Name]

From: [HR Department/Investigator's Name]

Subject: Update on Grievance Investigation

Dear [Employee's Name],

We are writing to provide you with an update regarding the investigation into your grievance filed on [Insert Date]. We appreciate your patience and cooperation throughout this process.

As of today, we have conducted interviews with the relevant parties and gathered the necessary documentation pertaining to your complaint. We are in the process of analyzing this information to ensure a thorough and fair investigation.

We understand that this matter is important to you, and we are committed to resolving it as quickly as possible. We anticipate that the investigation will be completed by [Insert Expected Completion Date]. You will receive a formal report of the findings once the investigation concludes.

Please feel free to reach out if you have any questions or require further clarification during this time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]