

Employee Grievance Outcome Communication

Date: [Insert Date]

To: [Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of the outcome of your grievance submitted on [Insert Date of Grievance]. After a thorough investigation and review of the details provided, we have arrived at the following conclusions:

Summary of Findings

[Briefly summarize the investigation findings and any relevant points that were considered.]

Outcome

[State the outcome of the grievance--whether it was upheld, partially upheld, or not upheld--and provide any details regarding actions to be taken.]

Next Steps

[Outline any further actions or options available to the employee, such as appeals procedures, or any changes to be made by the company.]

We take grievances seriously and appreciate your willingness to bring this matter to our attention. If you have any questions regarding this outcome, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Information]