

Employee Grievance Resolution Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Resolution of Grievance

Dear [Employee's Name],

We are writing to inform you about the resolution of your grievance submitted on [insert date of grievance submission]. After careful consideration and review of the matter, we have concluded the following:

[Briefly summarize the grievance and the investigation results.]

We have taken the following actions to resolve the issue:

- [Action 1]
- [Action 2]
- [Action 3]

We believe this resolution addresses your concerns and will contribute to a positive working environment. If you have any further questions or require additional clarification, please feel free to reach out to me directly.

Thank you for bringing this matter to our attention.

Sincerely,

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Contact Information]