

Final Grievance Resolution Communication

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

Subject: Final Resolution of Grievance - [Grievance Reference Number]

We are writing to inform you of the final decision regarding your grievance submitted on [Insert Date of Grievance]. After a thorough investigation and consideration of all the relevant facts, we have reached the following conclusion:

[Briefly outline the findings and the resolution, including any actions taken or not taken]

We understand the impact this situation has had on you and appreciate your patience throughout this process. Please be assured that we take such matters seriously and have taken steps to address the issues raised.

If you have further concerns or require clarification on any points, please do not hesitate to contact [Designated Contact Person/Department] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]