

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Resolution of Grievance Dated [Date of Grievance]

Dear [Employee Name],

I am writing to formally provide the outcome regarding the grievance you submitted on [Date] concerning [briefly state the subject of the grievance, e.g., workplace environment, specific incident, or policy application].

Following our meeting on [Date of Meeting] and a thorough investigation into the matters raised, the company has reached the following conclusion:

[Insert details of the findings and the specific actions being taken to resolve the issue].

We believe this resolution addresses the concerns you have raised. We value your contribution to the team and remain committed to maintaining a fair and professional working environment.

If you are not satisfied with this resolution, you have the right to appeal this decision. To do so, you must submit a written appeal to [Name/Department] within [Number] working days of receiving this letter, stating the grounds for your appeal.

Please do not hesitate to contact me if you have any further questions regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]