

EMPLOYER RESPONSE TO GRIEVANCE LETTER

To: _____

From: _____

Subject: Response to Grievance

Dear [Employee Name], This letter serves as the formal response from [Employer/Company Name] to the grievance you submitted on behalf of yourself and/or others regarding the matter described herein. We have carefully reviewed the grievance and conducted a thorough investigation in accordance with company policies and applicable laws.

Grievance Summary:

The grievance raised concerns regarding [briefly describe the issues raised in the grievance]. The issues identified include but may not be limited to [list specific issues as applicable].

Investigation Findings:

The investigation involved interviews with relevant parties, review of documentation, and examination of applicable policies and procedures. Based on the information gathered, the findings are as follows: 1. [Finding 1: Detailed explanation of findings related to the grievance.] 2. [Finding 2: Detailed explanation of additional findings.] 3. [Finding 3: Further findings as necessary.] These findings are based on the evidence and are intended to be fair and impartial.

Employer's Position:

After careful consideration of the grievance and the investigation findings, [Employer/Company Name] hereby responds as follows: - [State the employer's stance on each point raised in the grievance.] - [Detail any actions the employer has taken or plans to take to address the issues.] - [Include any other relevant information or decisions.] The employer remains committed to maintaining a workplace free from discrimination, harassment, and unfair treatment, and to addressing employee concerns promptly and fairly.

Remedial Actions and Next Steps:

Based on the findings, the following remedial actions are being implemented or considered: - [Remedy 1: Description of action, e.g., training, policy review, disciplinary measures.] - [Remedy 2: Description of further actions.] Additionally, the employee may appeal this decision or seek further review through the established company procedures. We encourage open communication and will continue to work collaboratively to resolve concerns.

Confidentiality Notice:

This response and all related materials are confidential and intended solely for the recipient(s). Unauthorized disclosure or distribution is prohibited and may be subject to disciplinary or legal action.

Acknowledgment:

Please sign below to acknowledge receipt and understanding of this response. Your signature does not necessarily indicate agreement with the contents but confirms that the response has been provided to you.

EMPLOYER REPRESENTATIVE	EMPLOYEE
Printed Name: _____	Printed Name: _____
Title/Position: _____	Signature: _____
Signature: _____	Date: _____
Date: _____	

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