

# FORMAL GRIEVANCE ACKNOWLEDGEMENT

**Private and confidential**

**Adam Smith**

**[Address]**

**Date: 06-11-2014**

**Dear: Adam Smith**

## **Formal Grievance Acknowledgement**

I am writing to acknowledge receipt of your formal grievance letter sent to [name], [job title] dated [date].

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

**Yours sincerely,**

A stylized, handwritten signature in black ink, appearing to read 'G. Smith'.

**[Adam Smith]**

**[Manager]**

Cc: HR; File