

Maya Thompson

Date: 14 July 2026
Our Reference: RGS/881A32DF
Document Type: Letter

Dear Maya Thompson,

We are writing to confirm receipt and initial review of the grievance you raised as a Finance Assistant with HRHeaven QA Sample Employer.

This letter summarises the current status of your grievance and outlines the next steps in the process.

On 14 March 2025, we conducted an initial review meeting concerning your grievance. During this meeting, you shared your concerns about the tone used and a perceived bias involving a supplier relationship.

Tomás responded to these concerns, denying any bias and explaining that his comments related strictly to procedural matters.

A trustee was present who advised that gathering further documentary evidence would be necessary to assist with a full assessment of the issues raised.

Evidence Log

Evidence Item	Source	Date	Relevance	Reviewed By
grievance-rec	Synthetic Sample Reviewer	14 July 2026	Synthetic fixture evidence for sample generation.	Synthetic Sample Reviewer

At this stage, the review is ongoing and there is not yet a final determination regarding the grievance.

More information and evidence are required to proceed thoroughly and fairly with the investigation of your concerns.

A follow-up meeting has been scheduled for 10 April 2025 to continue reviewing the details and any additional evidence that can be provided or sourced.

We acknowledge the seriousness with which you have raised this matter and are committed to handling it with impartiality and due diligence.



LETTER DETAILS

Employee
Maya Thompson

Role
Finance Assistant

Case type
Raise a Grievance

Reference
HRA-881A32DF



KEY DATES

Completed
14 July 2026

First review
14 March 2025

Please review and confirm that this summary accurately reflects your understanding of events to date.

You are encouraged to provide any further relevant information, documentation or names of witnesses who may assist in investigating your concerns.

Our follow-up review is set for 10 April 2025, at which point we aim to clarify outstanding facts and determine how best to proceed according to the grievance procedure.

Should you require any support or adjustments to participate fully in this process, please inform us so that appropriate arrangements can be made.

We appreciate your cooperation as we work to address your grievance thoroughly and fairly.

[Employer representative name and title]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer

Attachments: Evidence log | Investigation action plan