Grievance Submission Confirmation: Ask HR

Dear <XYZ>,

Your grievance has been successfully submitted with the following details:

Reference ID: <1234567>

Subject: <xxxxxxxxxxxxxxx>

Status: Submitted

Submission Date: <DD-MM-YYYY, HH:MM:SS>

Please keep the Reference ID for tracking the Grievance Status.

Human Resources

Grievance Submission: Ask HR: <Employee>

Dear <XYZ>,

Below grievance has been submitted by employees:

Reference ID: <1234567>

Subject: <xxxxxxxxxxxxxxx>

Status: Submitted

Submission Date: <DD-MM-YYYY, HH:MM:SS>

Please login into the Ask HR Portal to resolve the same.

Human Resources

Urgent: Grievance Pending for over XXX Hours: Ask HR

This is an automated reminder that the following grievance has been pending without resolution:

The grievance was successfully submitted with the following details:

Grievance ID: <1234567>

Employee Name: <xxxxxxxxxx>

Subject: <xxxxxxxxxxxxxx>

Submission Date: <DD-MM-YYYY, HH:MM:SS>

Please review and respond to this grievance as soon as possible.

<mark>Respond Now</mark>

Human Resources

OTP Verification: Ask HR

Dear <XYZ>,

Your OTP for Ask HR Portal Login is: <11111>

This code will expire in 05 minutes.

Don't share this OTP with anyone.

Human Resources

Grievance Resolution Confirmation: Ask HR

Dear <XYZ>,

Your grievance has been successfully resolved with the following details:

Reference ID: <1234567>

Subject: <xxxxxxxxxxxxxxx>

Status: Resolved

Resolution Date: <DD-MM-YYYY, HH:MM:SS>

Please click on the below link to submit the feedback.

<mark>Feedback</mark>

Human Resources