**Formal grievance: Respondent**

### Letter 27 Delay in process

D20/

**CONFIDENTIAL**

WA

Dear

I am writing in relation to a formal grievance from «Name of respondent», «Position», «Work location» regarding «issue/s» lodged on «Date».

A delay has occurred in relation to the resolution of this matter.

[Provide explanation]

I expect to resume the process «Date/time period», and will communicate with you prior to this date.

Yours sincerely