**Formal grievance: Respondent**

### Letter 28 Progress update

D20/

**CONFIDENTIAL**

«Title» «FirstName» «LastName»

«Address1»

«City» WA «PostalCode»

Dear «Title»«LastName»

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

I can advise that the following actions have been undertaken/completed:

I have planned for the following to be completed by «Date»:

You will receive further communication after this time.

Yours sincerely