**Formal grievance: Complainant**

### Letter 19 Progress update

D20/

**CONFIDENTIAL**

WA

Dear

I am writing to provide you with an update of the progress made in resolving your formal grievance lodged on «Date» regarding «issue/s» / «Name of respondent», «Position», «Work location».

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