### Letter 23 Outcome of mediation

D20/

**CONFIDENTIAL**

WA

Dear

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

Thank you for participating in the mediation on «Date». As a result of the mediation,

[insert mediation outcome/details/information]

[insert information /the next process or actions/other – depending on mediation results]

Yours sincerely