**Informal grievance: Respondent**

### Letter 13 Delay in process

D20/

**CONFIDENTIAL**

WA

Dear

I am writing in relation to the grievance received from «Name of complainant», «Position», «Work location» regarding 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