**Informal grievance: Complainant**

### Letter 6 Delay in process

D20/

**CONFIDENTIAL**

WA

Dear

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

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