**Informal grievance: Respondent**

### Letter 14 Progress update

D20/

**CONFIDENTIAL**

WA

Dear

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