**Formal grievance: Respondent**

### Letter 30 Response received from Standards and Integrity Directorate

D20/

**CONFIDENTIAL**

 WA

Dear

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

I informed you on «Date» that this matter has been referred to the Standards and Integrity Directorate for further advice.

The Standards and Integrity Directorate have advised

[insert text]

Yours sincerely