**Formal grievance: Respondent**

### Letter 32 Outcome of mediation

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».

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