**Formal grievance: Respondent**

### Letter 31 Scheduling mediation with external provider

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».

As the parties involved in the grievance have consented to engage in mediation, an appointment has been made with:

«name»

«organisation»

«time »

«date»

«address»

Please advise me if these arrangements are unsuitable or contact me to discuss alternative dates.

Yours sincerely