**Informal grievance: Complainant**

### ****Letter 2 Meeting with line manager****

D20/

**CONFIDENTIAL**

«Title» «FirstName» «LastName»

«Address1»

«City» WA «PostalCode»

Dear «Title» «LastName»

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

Please confirm your availability to attend a meeting to discuss the issues raised in your grievance.

Date:

Time:

Location:

You may bring a support person, whose role is as an observer, to this meeting. You may select an [equal opportunity contact officer](https://ikon.education.wa.edu.au/-/contact-an-equal-opportunity-contact-officer) to act as your support person, if you wish. The [list of equal opportunity contact officers](https://apps.det.wa.edu.au/docserver/?key=NiFewUFsPzUvUDa6xTqAoe) is available on the Department’s intranet, [Ikon](https://ikon.education.wa.edu.au/), or a copy can be provided to you, at your request.

You may also bring to the meeting any further information you have related to your grievance.

Yours sincerely

«Name»

«Position»

«Date»