**Formal grievance: Respondent**

### Letter 24 Formal grievance received: interview or written response

D20/

**CONFIDENTIAL**

 «FirstName» «LastName»

 WA «PostalCode»

Dear «LastName»

I am writing to inform you that I have a received a formal grievance from «Name of respondent», «Position», «Work location» regarding «issue/s» lodged on «Date».

To enable me to consider all relevant facts and circumstances regarding this grievance, it is important I receive information from you about the matter.

The grievance is attached.

[select relevant text]

Please provide a written response by «Date», or you may make an appointment to discuss your response with me.

I will be in contact shortly to arrange an interview with you to discuss the issues raised in the grievance.

You may select an [[equal opportunity contact officer](https://ikon.education.wa.edu.au/-/contact-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.

Please maintain confidentiality by only discussing this matter with persons involved in managing the resolution of this grievance, as required by the [*Grievance Framework*](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/guidelines/grievance-framework.en?cat-id=3457094). This does not prevent you from discussing this matter with a support person, counsellor or seeking advice from your union or other parties.

For your information I have attached «[*Grievance Framework*](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/guidelines/grievance-framework.en?cat-id=3457094)/relevant Policy/document/».

If you wish to access the Department’s confidential counselling services, I encourage you to contact the [Employee Assistance Program](https://ikon.education.wa.edu.au/-/access-the-employee-assistance-program) provider on 1300 307 912. Staff, their partners and dependent children under 25 years of age are entitled to six free sessions annually. Appointments are available face-to-face, via telephone or skype.

I have appointed «Title» «Name of officer», «Position» to assist with this grievance. Please do not hesitate to contact «Title» «Name of officer» on «Phone number» if you have any queries.

Yours sincerely