**Formal grievance: Complainant**

### Letter 16 Scheduling interview

D20/

**CONFIDENTIAL**

 WA

Dear

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

I invite you to an interview to discuss the issues raised in your grievance.

Date:

Time:

Location:

Address:

You may bring a support person, whose role is as an observer, to this interview. 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.

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

Please confirm your availability to attend this interview, or request an alternative date or time, by contacting «Title» «Name of officer» on «Phone number».

Yours sincerely