**Formal grievance: Respondent**

### Letter 29 Grievance referred to Standards and Integrity Directorate

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».

In accordance with the Department’s [*Grievance Framework*](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/guidelines/grievance-framework.en?cat-id=3457094), I am required to report incidences or allegations that may constitute misconduct to the Standards and Integrity Directorate for further advice.

Once this advice has been received, I will contact you again to confirm whether this grievance will be managed under the Department’s [*Grievance Framework*](file:///%5C%5Cint.det.wa.edu.au%5CTrimUser%5CTrim3%5CE4002033%5CTRIM%20Context%5COFFLINE%5COffline%20Records%20%28ED%29%5CEmployee%20Grievance%20Resolution%20policy%20-%20STRATEGIC%20MANAGEMENT%20-%20POLICY%20%28Other%29%283%29%5CGrievance%20Framework)*.*

Yours sincerely