**Formal grievance: Respondent**

### Letter 25 Scheduling interview

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».

I invite you to an interview to discuss the grievance.

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)](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.

Interview details:

Date:

Time:

Location:

Address:

You may also bring to the meeting any information you have related to the 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

«Name»

«Position»

«Date»