**Formal grievance: Complainant**

### Letter 20 Grievance referred to Standards and Integrity Directorate

D20/

**CONFIDENTIAL**

WA

Dear

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

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*](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/guidelines/grievance-framework.en?cat-id=3457094)*.*

Yours sincerely