**Informal grievance: Respondent**

### Letter 8 Informal grievance received, meeting at later date

D20/

**CONFIDENTIAL**

«Title»

«Address1»

«City» WA

Dear «Title»

I am writing to inform you that I have a received an informal grievance from «Name of complainant», «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.

I will be in contact shortly to arrange a meeting to discuss the grievance with you.

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) 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.

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/».

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 from seeking advice from your union or other parties.

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.

Yours sincerely

«Name»

«Position»

«Date»