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# APPENDIX 7 Letter 1 – Model Invitation Letter – Informal Process

[Name]

[Address]

[Date]

Dear [Name]

**Re: Grievance Procedure – Invitation - Informal Process**

I refer to the grievance you have raised and would like to arrange to meet with you on [date] at [time] at [venue]. The purpose of this meeting is to explore the reasons for your grievance more fully and to gather any relevant documentation you have in respect of your areas of concern.

Should you wish to have the date and time of this meeting changed for any reason, please let me know immediately. Following on from our meeting, I will then interview other relevant parties and inform you verbally of my*\*findings/decision*without unreasonable delay. I will then provide written confirmation of my \**findings/decision****.***

Throughout the course of the grievance procedure, it is expected that all parties will maintain strict confidentiality and only discuss the case with those directly involved or their trade union representative or work colleague as stated in the Schools’ Grievance Policy.

I would like to emphasise that, in accordance with the School’sGrievance Procedure, this matter will be dealt with in a fair and timely manner. Should you have any concerns or queries, please to not hesitate to contact me.

Yours sincerely

***Name and Designation***

**Copy to:** Manager

 Headteacher

 Chair of Governors

 HR