

**SCHOOL PLANNING & IMPROVEMENT
EDUCATION, PEOPLE AND BUSINESS**

East Dunbartonshire Council
Kirkintilloch Campus
50 Southbank Road
Kirkintilloch
G66 1NH

Our Ref:

If phoning or calling ask for: Gavin Haire

Tel: 0141 578 8268

e:mail: Gavin.Haire@eastdunbarton.gov.uk

Date:

Dear ,

REQUEST TO JOB SHARE

I refer to your request to job share and write to advise you that, following consideration of your request, I would like to invite you to meet with me on **(insert date)** at **(insert time)** in **(insert place)** when we can discuss your application in more detail.

You may choose to be accompanied to this meeting by a co-worker or a trade union official. It is your responsibility to make such arrangements.

Please confirm receipt of this letter and indicate if you will be able to attend the meeting.

Yours sincerely,

Gavin Haire
School Planning & Improvement Manager