

**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](mailto: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**