EMAIL NOTIFICATION OF FEEDBACK RECEIVED – SENT TO THE LINE MANAGER

Dear Charlie,

The above complaint matter has been classified as Feedback. Please contact the complainant to discuss their concerns, identify a solution if appropriate or provide an alternative option if applicable.

The ISU will close the file when you have provided an update on the actions taken to address/respond to this feedback.

Note: All emails relating to this matter should include the Complaint Id in the subject line and be copied to ISU-CaseManagement@curtin.edu.au

Kind Regards

Integrity and Standards Unit
Curtin University
Tel | +61 8 9266 9184
Building 100 - Room 430
Email | ISU-CaseManagement@curtin.edu.au
Web | http://complaints.curtin.edu.au

EXAMPLE