**Sample letter: Raising a personal grievance**

*<For information on personal grievances, visit the Employment New Zealand website:* [employment.govt.nz/resolving-problems/steps-to-resolve/personal-grievance](https://www.employment.govt.nz/resolving-problems/steps-to-resolve/personal-grievance/) *or search for keyword “personal grievances”. Employees can raise a personal grievance within 90 days of when the events happened or come to their notice, or for incidents of sexual harassment employees have up to 12 months to raise the personal grievance >*

<Date>

Private and confidential

<Insert employer name>  
<Insert employer business address>

Dear <insert name of relevant person at employer >

I, <insert employee full name>, am raising a personal grievance for <insert type of grievance/s>

*<Types of personal grievances include - unjustifiable dismissal (which could include constructive dismissal or redundancy), unjustifiable action which disadvantages the employee, discrimination, sexual harassment (by someone in authority or by co-workers), racial harassment, duress over membership of a union or other employee organization, failure to deal with bullying employer’s failure to comply with obligations relating to continuity of employment for employees affected by restructuring (*[*Part 6A of the Employment Relations Act 2000*](http://www.legislation.govt.nz/act/public/2000/0024/latest/DLM59172.html)*)>.*

I believe I have a personal grievance because … <insert a brief reason here>

What happened was … <insert details and dates of meetings etc. in a timeline>

Optional: I would like you to address my grievance by … <insert what you would like out of this situation>

*<You could ask for as an example, reinstatement, attendance at mediation, lost wages, compensation etc>.*

Please respond to this letter by <insert date that reasonably gives the employer time to respond> .

*<You could also ask the employer to acknowledge getting this letter so that you know your grievance has been properly raised. >.*

Yours sincerely

<insert employee name>