**TEMPLATE LETTER  
FORMAL COMPLAINT LETTER**

Dear **[insert employer’s name]**  
I am writing to raise a personal grievance **for [insert here what type of personal grievance it is that you are raising eg, “unjustified dismissal” or “unjustified disadvantage”].**

The reasons I believe that I have a personal grievance are **[insert a brief description of what the grievance is about eg, “that I should not have been dismissed for redundancy because …” or, “that I should have received a bonus because …”]**

The facts as I see them are **[insert a list of the key events from your perspective that have lead to the grievance. It may be best to set these out in a serious of bullet points in chronological order so that the employer can understand what you are alleging].**

I would like you to address my grievance by **[insert here how you want the employer to respond eg, “confirming that you agree to attend a mediation provided by the Ministry of Business, Innovation and Employment where we can discuss how my grievance can be resolved”; or, “paying me the bonus of $1,000 that I believe I am owed under the terms of my employment agreement”].**

Please respond to this letter by 5pm on **[insert a date that is seven days from the date of your letter or email to give the employer time to respond to you]** to advise whether you agree to address my grievance in the way that I have suggested.

Yours sincerely,

**[insert employee’s name]**