

19 MAY 2020

**ON-SHORE AND OFF-SHORE MIGRANT WORKERS
EMPLOYMENT INFORMATION**

**GETTING THE EMPLOYMENT RELATIONSHIP BACK ON TRACK
Particularly regarding redundancy termination of employment agreements**

DRAFT EMAIL FOR EMPLOYEES

Please copy and paste the text below into an email and edit in accordance with your individual circumstances

Dear [EMPLOYER'S NAME]

I am writing to you to discuss the termination of my employment. My employment as [TITLE] with [BUSINESS NAME] was terminated by [DESCRIBE METHOD] on [DATE]. I do not think that the way my employment was terminated followed New Zealand employment law requirements. I would like to meet with you and discuss my employment in your business to see if we can resolve this situation in a positive way.

[if very close to 90 days]

I wish to raise a personal grievance against the business. Proper termination/redundancy process was not followed [explain details] and I would like to discuss this with you and explore my options for reinstatement.

[if not close to 90 days]

I would prefer not to go down the legal route of raising a personal grievance against the business. I want to discuss my termination with you and explore options for reinstatement.

I look forward to talking with you about my possible reinstatement with the business.

Kind regards,

[YOUR NAME]

