[Your name]

[Your address]

[Your email]

[Date]

[Employer’s Name]

[Employer’s Address]

Dear [Employer’s name],

**RE: Personal Grievance**

I am raising a personal grievance for [unjustified dismissal/unjustified disadvantage/sexual or racial harassment/other or “an employment relationship problem” (if the grievance does not fit within a specific category)].

**Background**

[Outline the facts of what has happened: try to keep this separate from the law:

* When did it all start?
* What happened?
* Who was involved?
* Why was it unfair or unjustified?
* How did you react?
* How did it end?
* How did you feel at each stage?]

**Unjustified Disadvantage / Dismissal etc.**

[Outline why you believe this is unjustified. If you would like to include references to specific sections of law, here is the place to do it, but this is not required].

**Impact**

As a result of your actions, I suffered the following consequences:

* [Stress
* Humiliation
* Lost wages
* Other]

**Moving Forward**

In order to resolve this grievance I request the following:

* [An apology
* An agreed written reference
* Agreement that neither party will speak ill of each other
* Reinstatement
* Payment of lost wages for [time period] to the date of resolution of the personal grievance
* Compensation for hurt and humiliation under section 123(1)(c)(i) of the Employment Relations Act [there is no need to ask for a specific amount at this stage].

[Specific dollar amounts are not required here, and feel free to be creative with your solutions, at this stage you are not bound to solutions courts can provide].

I wish to meet to resolve this grievance. I would like to invite you to attend a meeting/mediation at [specific Mediation Service/other location].

Please reply to this letter and state whether or not you agree to meet / go to mediation. You are welcome to reply to either the postal address or email address above.

Yours sincerely,

[Your name]

Enclosed [any supporting documentation you wish to include]

[Note: Personal Grievances must be raised for events that have already occurred, not anticipated events, you must raise a personal grievance within 90 days of the incident occurring]