Retail NZ Templates Menu

This menu provides an overview of the templates and resources available through Retail NZ to help you manage your employment and workplace obligations.

Members can access these templates free of charge when logged in, while non-members can purchase them online.

- Templates marked as **"Download"** can be purchased or downloaded from our website.
- Templates marked "**By Request**" can be obtained from the Advice Service on advice@retail.kiwi or 0800 472 472 (1800 128 086 from Australia).

Our templates are reviewed and updated regularly, however they may need to be adapted to suit your business and circumstances.

We welcome feedback and suggestions for new or improved resources.

Business change and redundancy	**Access**
Invite to meeting - proposed business changes	Download
Invite to meeting - proposed new employment agreement	**By Request**
Business Change Consultation (Restructure and redundancy)	Download
Business Change Consultation (Proposed Disestablishment)	Download
Business Change Consultation Document (simple)	Download
Business change feedback template	Download
Invite to meeting - outcome of consultation	Download
Variation of contract (consultation outcome)	Download
Confirmation of redundancy letter	Download
Health and Safety	**Access**
Employee H&S induction	Download
Hazardous substances inventory	Download
Incidents and near-misses form	Download
Workplace risk assessment and management plan	Download
Employment agreements and variation letters	**Access**
Casual individual employment agreement	Download
Fixed term individual employment agreement	Download
Individual employment agreement	Download
Offer of employment letter	Download
Promotion confirmation letter	Download
Secondment confirmation letter	Download
Flexible working arrangements	Download
Variation of conditions - general	Download
Variation of conditions – min wage	Download
Variation of conditions – temporary parental leave cover	Download
Variation of conditions – temporary higher duties allowance	Download

Leave entitlements	**Access**
Notice of annual closedown	Download
Notice to take annual leave	Download
Decline leave request letter	Download
Easter Sunday trading notification	Download
Confirmation of parental leave	Download
Invite to meeting - proposing early primary carer leave	**By Request**
Illness and Injury	**Access**
Invite to meeting – long medical absence impacts to work	Download
Invite to meeting – frequent medical absences/care & support	Download
Proposing medical leave (unpaid)	**By Request**
Invite to meeting - medical incapacity	Download
Consent for medical exam	Download
Letter to medical professional	Download
Medical incapacity dismissal	Download
Starting and ending employment	**Access**
Employee induction	Download
Employee details form	Download
Employee exit interview	Download
End of service - casual worker	**By Request**
Abandonment of employment	**Access**
Potential Abandonment - Contact us ASAP	Download
Invite to disciplinary meeting - Abandonment of Employment	Download
Dismissal letter – abandonment of employment	Download
Resignation	**Access**
Resignation acceptance - general	Download
Resignation during parental leave	Download
Resignation acceptance - payment in lieu of notice period	Download
Resignation during disciplinary	Download
Resignation - cool off period	Download

Investigations & disciplinary	Access
Response to employee concerns	**By Request**
Letter of expectation	Download
Notice of investigation	Download
Invite to investigation meeting	Download
Investigation meeting script and meeting notes template	Download
Confirmation no disciplinary action (investigation)	Download
Invite to suspension meeting	Download
Confirmation of suspension letter	Download
Invite to misconduct meeting	Download
Invite to absenteeism meeting	**By Request**
Disciplinary meeting script and meeting notes template	Download
Preliminary decision letter	Download
Preliminary outcome meeting script and template for notes	Download
Confirmation no disciplinary action (disciplinary process)	Download
Written warnings (1st, 2nd, Final)	Download
Dismissal letter - disciplinary outcome	Download
Recruitment	**Access**
Job advertisement	Download
Job description	Download
Employment application form	Download
Unsuccessful applicant letter	Download
Applicant tracking sheet	Download
Telephone pre-screen interview	Download
Face-to-face interview	Download
Candidate work assessment	Download
Reference checking form	Download
Performance reviews and management	**Access**
Performance review	Download
One-time discretionary bonus	**By Request**
File note performance expectations	Download
Invite to meeting - poor performance (proposing pip)	Download
Letter confirming PIP	Download
Extension of performance improvement plan	Download
Performance improvement plan	Download
Invite to pip review and outcome meeting	Download
Successful performance improvement plan outcome letter	Download
Written warning poor performance with pip extension	Download
Final warning poor performance with pip extension	Download
Dismissal letter poor performance	Download

Policies	Access
Annual leave policy	Download
Blank company policy template & introduction of policies letter	Download
Bullying and harassment	Download
CCTV policy	Download
Company credit card policy	Download
Company vehicle use policy	Download
Customer service policy	Download
Diversity and inclusion policy	Download
Dress and presentation policy	Download
Drugs and alcohol policy	Download
Health and safety policy	Download
House rules (workplace policies)	Download
Information and communication technology policy	Download
Lockdown and violent incident response	Download
Loss prevention policy	Download
Cash and payment handling policy	Download
Sick leave policy	Download
Staff privacy policy	Download
Training bond agreement	Download
Travel policy	Download
Unclaimed goods policy	Download
Uniform or tools agreement	Download
Trial and probationary periods	**Access**
Invite to meeting 90-day trial	Download
Dismissal 90-day trial	Download
Invite to meeting - probationary review	Download
Extension of probationary period	Download
Dismissal probationary period	Download
Consumer templates	**Access**
Layby sale agreement	Download
Overdue account letter	Download
Return policy	Download
Other	**Access**
Business continuity plan	Download
Pay freeze confirmation	**By Request**
Visa expiring letter	Download
Notice of dismissal due to visa expiry	Download
Confidentiality agreement 3rd party	Download
Independent contractor agreement	Download
Termination of contract for services	**By Request**
Volunteer agreement	Download
Personal grievance meeting	Download
Personal grievance response	**By Request**