

[date]

[employer logo]

Dear [employee name],

We received notice from the New Zealand Educational Institute Te Riu Roa (NZEI) that their application to initiate bargaining for a proposed early childhood education fair pay agreement has been approved by the Ministry of Business Innovation and Employment (MBIE).

The proposed fair pay agreement covers the early childhood sector, including teachers, management, administration, cooks, and other support staff. We expect your role may be covered by any fair pay agreement that is finalised, so we are sending you information about the process.

Fair pay agreements

Fair pay agreements set minimum standards for terms and conditions of employment across sectors and industries. The agreements are negotiated between employer and employee bargaining sides.

All employees in early childhood education will be represented by the employee bargaining side (who may be led by NZEI) in the bargaining process and may be covered by the agreement, regardless of union membership. The process to establish the employer bargaining side has only just begun.

You can find more information about fair pay agreements and the notice from the Chief Executive of MBIE on this [website](#).

Union notification

We are required to identify each union that has a member who is a covered employee in this claim and notify them of NZEI's claim. As such, please advise us if you belong to a different union (not NZEI).

Please respond to **[HR/other contact email address in your organisation]**.

Questions or concerns

Please contact us if you have any questions or concerns about the process. **[Provide email or phone number of a contact within your organisation.]**

[Name, signature/Your Organisation]