



**NGĀ MIHI  
GREETINGS &  
SIGN-OFFS**

**TE TAURA WHIRI  
I TE REO MĀORI**

MĀORI LANGUAGE COMMISSION



# Te Reo o te tari

**Māori for  
the office**



# NGĀ MIHI

## GREETINGS & SIGN-OFFS

Note that the Māori phrases provided are often not literal translations of the English terms given alongside them. Rather, they are equivalent ways of expressing the same ideas.

### Ngā mihi | Greetings

The following are examples of suitable greetings in correspondence

**Tēnā koe**

Dear Sir/Madam

**E te rangatira, tēnā koe**

Dear Sir/Madam

**Tēnā anō koe**

Greetings again

**Tēnā koe i roto i ngā  
āhuatanga o te wā**

Greetings to you and the  
circumstances of the time

**Kia ora**

Hello/Hi

**Kia ora rā**

Hello/Hi

**Kia ora anō rā**

Hello/Hi again

### He whakakapinga | Sign offs

The following expressions are suitable ways of ending the main part of a letter before the concluding salutation. (In Māori there are perfectly polite and do not seem abrupt, as might their literal English translation)

**Me mutu pea i konei**

I'll leave it there

**Kua rahi tēnei**

That's enough for now

**Kāti ake i konei**

Let's leave it there for now

**Ka nui tēnei**

That's it for now

**Ā kāti**

Let's leave it there

### He mihi whakakapi | Concluding salutations

The following are suitable salutations to conclude correspondence

**Noho ora mai rā**

Look after yourself/stay well

**Hei konā mai**

Goodbye for now

**Hei konā mai me ngā mihi**

Thanks and goodbye

**Kia rongō kōrero anō au i a koe**

Until I hear from you again

**Māu au e whakamōhio mai**

Let me know

**Ngā mihi**

Thanks

**Nāku, nā**

Yours faithfully, [NAME]

**Nāku noa, nā**

Yours sincerely, [NAME]

