

EXAMPLE: DISCIPLINARY APPEAL LETTER

[EMPLOYER'S NAME]

[COMPANY ADDRESS & POSTCODE]

[DATE]

Dear [Name of Employer, Line Manager or HR manager],

RE: Appeal Against Disciplinary Decision

I write to you to formally appeal against the disciplinary sanctions imposed upon me following my disciplinary meeting on the [DATE] and notified to me in writing on [DATE].

I wish to appeal the decision based on the following:

[SET OUT YOUR REASONS. FOR EXAMPLE:

- YOUR EMPLOYER FAILED TO PROPERLY INVESTIGATE THE ALLEGATIONS MADE AGAINST YOU
- THE PERSON DEALING WITH YOUR DISCIPLINARY GOT THEIR FACTS WRONG
- THE SANCTION IMPOSED BY YOUR EMPLOYER WAS TOO HARSH OR UNFAIR]

Please let me know when and where we can meet to discuss my appeal. I wish to be accompanied by [NAME]

Yours sincerely,

[NAME]