

Your Address

Name & Address of Employer,

Manager/HR Manager Name

Dated: (Insert Date)

Dear[your employer/manager/HR manager name],

I am writing to formally appeal against the disciplinary penalty you imposed on me on me on
[date].

My reasons for appeal are as follows:

[set out basis for your appeal. For example, you disagree with the way disciplinary action was taken,
you feel the outcome was too harsh, or you have new evidence that you feel should be considered].

I would be grateful if you would let me know when and where we can meet to discuss my appeal. I
would like to be accompanied at the meeting by[name].

Yours sincerely,

.....[your name]