

Disciplinary Appeal Letter

Dear [Name of Appropriate Authority],

I am writing this letter to formally appeal against the disciplinary action taken against me. On [Date],

I was issued with a [Type of Disciplinary Action] for [Reason for Disciplinary Action]. I am now appealing this decision because I believe that the action taken was unfair and unjustified.

I would like to provide more information about the circumstances that led to the disciplinary action.

[Describe the situation and your perspective on what happened, providing any relevant details and evidence to support your claim]. I understand that my actions may have been viewed as inappropriate, but I firmly believe that they were justified in the given circumstances.

I also believe that the disciplinary action taken against me was disproportionate to the alleged offense. [Explain why you feel that the disciplinary action was excessive or unfair]. I believe that a more reasonable and appropriate response would have been [suggested alternative disciplinary action].

I have always been a dedicated and hardworking employee, committed to maintaining high standards of professionalism and conduct. I am deeply concerned that this disciplinary action will have a significant impact on my career and reputation.

Therefore, I respectfully request that you reconsider your decision and revoke the disciplinary action taken against me. I would be happy to meet with you to discuss this matter further and provide any additional information that may be required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]