

Formal disciplinary appeal letter template

Subject: Appeal Against Disciplinary Action

Dear [Recipient Name],

I am writing to formally appeal against the disciplinary action taken on [date] regarding [briefly state the reason, e.g., alleged misconduct or performance issue]. I believe the decision was made based on incomplete information and wish to provide further context.

I respectfully request a review of the case and an opportunity to present my explanation in a meeting. I am committed to resolving this matter professionally and am confident that a fair reassessment will clarify any misunderstandings.

Thank you for considering my appeal.

Sincerely,

[Your Name]

[Employee ID / Department]

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