

Informal disciplinary appeal email template

Subject: Request for Review of Disciplinary Action

Hi [Manager Name],

I wanted to reach out regarding the recent disciplinary notice I received on [date]. I feel that there may have been some misunderstanding and would like the chance to provide additional details and context.

Could we arrange a meeting to discuss this? I am eager to resolve this matter amicably and ensure clear communication.

Thank you,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/disciplinary-appeal-letter>