

Performance-based disciplinary appeal letter template

Subject: Appeal Regarding Performance-Related Disciplinary Action

Dear [Recipient Name],

I am writing to appeal the disciplinary action issued on [date] for [specific performance issue]. I understand the concerns raised and would like to explain the circumstances affecting my performance, including [briefly describe reasons, e.g., workload, project delays, personal challenges].

I kindly request a reconsideration of the action and propose a plan for improvement that will ensure compliance with expectations going forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Employee ID]

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