

Professional appeal letter for workplace grievance

Subject: Appeal Regarding Grievance Decision

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding the grievance I filed on [Date]. After reviewing the outcome, I believe that important considerations may not have been fully accounted for.

I request a reconsideration of my case and an opportunity to present additional supporting information. Your attention to this matter is highly appreciated.

Sincerely,

[Your Name]

[Department/Position]

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