

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]

[Recipient Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the decision made on [date of decision] regarding my complaint about workplace retaliation. As you are aware, I reported [briefly describe the issue and any related incidents] on [date of report], and I believe that the response I received did not adequately address my concerns.

Since bringing this matter to your attention, I have experienced [describe specific instances of retaliation, such as changes in work assignments, hostile behavior from colleagues, etc.]. These actions have created a hostile work environment and have affected my ability to perform my job effectively.

According to [cite company policy, Employee Handbook, or relevant laws], such actions are not only inappropriate but are also considered retaliation against an employee for reporting a legitimate workplace concern. I kindly request that this appeal be taken seriously and that you investigate this matter further.

Thank you for your attention to this urgent matter. I am looking forward to your prompt response and a resolution to my appeal.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]