

Letter of Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Appeal Against Disciplinary Action

Dear [Recipient's Name],

I am writing to formally appeal the disciplinary action taken against me on [insert date of the disciplinary action] as outlined in the notice I received on [insert date of the notice].

During the meeting held on [insert date], I was informed of the decision to [insert brief description of the disciplinary action]. I believe there are significant grounds for my appeal based on the following points:

1. [Point 1: Explain your reasoning or circumstances]
2. [Point 2: Provide supporting evidence or testimony]
3. [Point 3: Mention any relevant policies or precedents]

Considering these points, I respectfully request a reconsideration of the disciplinary action imposed upon me. I am prepared to discuss this matter further and provide any additional information required to support my appeal.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]