

# Letter of Appeal

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

[Manager's Name] [Company Name] [Company Address] [City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally appeal the decision made on [date of the incident or decision] regarding the behavior I have experienced while working at [Company Name]. I believe that the treatment I have received constitutes unjust behavior and is not reflective of the values upheld by our organization.

On [specific date], I encountered [describe the specific incident or behavior]. This incident has had a significant impact on my morale and work environment. I have always strived to contribute positively to our team, and I feel that this situation has hindered my ability to do so.

I would appreciate your attention to this matter and the opportunity to discuss it further. I am confident that through open communication, we can work towards a resolution that reinforces our commitment to a respectful and supportive workplace.

Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name] [Your Job Title] [Your Department]