

# Formal Complaint Regarding Unwarranted Disciplinary Action

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the disciplinary action taken against me on [Date of Action]. I believe this action is unwarranted and not in alignment with [Company/Organization Name]'s policies and procedures.

On [specific date or event], [briefly describe the incident leading to the disciplinary action]. Despite my efforts to explain my side of the situation, the disciplinary action was still enforced. I sincerely believe that this decision is unjustified and has adversely affected my standing within the organization.

I would like to request a thorough review of this matter and a reconsideration of the disciplinary action taken. I am confident that a fair evaluation will reveal the circumstances surrounding the incident and lead to a just resolution.

Thank you for your attention to this matter. I look forward to your prompt response and to discussing this issue further.

Sincerely,

[Your Name]