

Employee Complaint Resolution Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally appeal the decision made regarding my complaint submitted on [insert original complaint date]. After reviewing the response I received on [insert response date], I believe the outcome did not adequately address the issues I raised.

The key points of my initial complaint include:

- [Point 1]
- [Point 2]
- [Point 3]

I would like to request a further review of my case, as I feel that the resolution does not reflect the circumstances of the situations I've outlined. I am committed to cooperating throughout this appeal process and provide any additional information required.

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

Sincerely,

[Your Name]