

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision made on [date of the decision] regarding my complaint of workplace harassment against [Name of the accused]. I appreciate the time and effort taken by the investigation team; however, I believe that the decision did not fully consider the evidence provided and the impact of the alleged harassment on my work environment.

Specifically, I would like to address the following points:

- [Point 1: Briefly describe a specific concern or evidence that was not adequately addressed]
- [Point 2: Provide additional details or context that supports your appeal]
- [Point 3: Mention any witnesses or additional evidence that may have been overlooked]

Given these considerations, I respectfully request a reevaluation of the findings and a thorough reconsideration of the evidence presented. The outcome of this situation significantly affects my well-being and professional environment.

I am hopeful for a fair resolution and appreciate your attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Name]