

Formal Complaint About Disciplinary Procedures

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the disciplinary procedures that were recently applied to me on [date of incident]. I believe that these actions were not in alignment with the established protocols outlined in the employee handbook.

Specifically, I would like to address the following points:

- Inconsistencies in the initial investigation process.
- Failure to follow the stipulated guidelines for disciplinary actions.
- Denial of my right to present my case adequately.

I kindly request a thorough review of this matter and a fair reassessment of the disciplinary actions taken against me. I look forward to your prompt response to my concerns.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]