

# Letter of Objection to Disciplinary Action

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally object to the disciplinary action taken against me on [date of disciplinary action]. I believe that the action was unwarranted and did not adequately consider the circumstances surrounding the incident.

[Provide a brief explanation of the incident and your perspective on why the action is unjust. Include any supporting evidence or documentation if applicable.]

I kindly request a reconsideration of this decision, as I believe it is essential for maintaining a fair work environment. I am more than willing to discuss this matter further and provide any additional information required.

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

Sincerely,

[Your Name]

[Your Job Title]