Disciplinary appeal letter template

A template letter for employees to use to appeal a disciplinary outcome. Free to use.

You can copy and paste the template text into an email or document.

Template

**[Today’s date]**

Dear **[your employer / manager / HR manager name]**,

I am writing to formally appeal against the disciplinary penalty you imposed on me on **[date]**.

My reasons for appeal are as follows:

**[List reasons for your appeal.   
  
For example:**

* **you disagree with the way disciplinary action was taken**
* **you feel the outcome was too harsh**
* **you have new evidence that you feel should be considered]**

I would be grateful if you would let me know when and where we can meet to discuss my appeal.

I would like to be accompanied at the meeting by **[name]**.

Yours sincerely,

**[Your name]**