**Letter or email template for an employee to appeal a redundancy dismissal decision**

Instructions or options to fill in this template are in [square brackets].

Insert the words that are right for your own case.

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[Date]

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

I am writing to formally appeal against the decision to dismiss me because of redundancy on [date you received your redundancy notice].

My reasons for appeal are as follows:

[Set out basis for your appeal. For example, you:

* disagree with the final decision to make you redundant and why
* feel you were unfairly selected and why
* feel you were not offered a suitable alternative job when one was available
* 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. [Optional] I would like to be accompanied at the meeting by [name].

Yours sincerely,

[your name]