

[Your Name]
[Your Employee ID]
[Your Job Title]
[Your Department]

[Date]

[Name of Recipient/Manager]
[Title of Recipient]
[Company Name]

Subject: Appeal of Disciplinary Action - [Date of Action]

Dear [Name of Recipient],

I am writing to formally appeal the disciplinary action taken against me on [Date], which resulted in a [mention type of action, e.g., written warning/suspension].

I am appealing this decision for the following reasons:

- [Reason 1: Provide evidence or clarification regarding the incident]
- [Reason 2: Mention any mitigating circumstances or company policies not followed]
- [Reason 3: Mention any new information that was not available during the initial meeting]

I have attached supporting documentation, including [list documents, e.g., emails, witness statements, or reports], for your review.

I value my position at [Company Name] and am committed to performing my duties to the highest standard. I request a meeting to discuss this appeal in further detail and hope for a reconsideration of the disciplinary record.

Thank you for your time and for reviewing this request.

Sincerely,

[Your Signature]

[Your Printed Name]