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| **Private & Confidential** |
| **Subject:** | Dismissal Appeal |
| **To:** | Enter the details of the person you’re writing to. Include their job title and contact number/email |
| **From:** | Enter your name | Date: | Enter the date |
| **Contact** | Enter phone and/or email - how do you want to be contacted? |

Dear First name

I’m writing to formally appeal the decision to terminate my employment as set out in your letter dated enter the date**.**

The reasons for my appeal are as follows:

Set out the basis for your appeal. Include and consider the following:

* Any procedural issues that have occurred – as an example, were you given opportunity to view the evidence prior to your disciplinary hearing.
* Is the outcome too harsh considering the circumstances? Had you previously received a warning about this issue, or was this the first time the issue occurred?
* Are there mitigating circumstances which weren’t fully explored?
* Is there any new evidence that should be considered, or witnesses that you feel would have a material impact on the outcome?
* If you were alleged to have done something which you say you haven’t, is there anything additional that wasn’t previously considered which you could provide as further evidence?
* Is there anything else that needs to be explored as part of your appeal?
* What outcome are you looking for?

If your appeal relates to dismissal under your employer’s absence management policy, consider these points too:

* Does your issue relate to the implementation of reasonable adjustments, and if so what adjustments would have helped you to achieve the expectations the business has set?
* Were expectations set out clearly to you – for example did you have an adjusted attendance level?
* Are there any procedural issues relating to how the policy was implemented – for example were you given enough time to achieve actions that were set out between you and your manager? If something hasn’t been implemented, document what that is and why it wasn’t implemented.
* Think about how the policy has been applied to you, and detail any unfairness.

If your appeal relates to dismissal under your employer’s performance management policy, consider these points too:

* Were expectations set out clearly to you – for example did you have a clear action plan, and were the actions achieved. If the actions weren’t achieved, was this due to factors beyond your control?
* Were there any procedural issues relating to how the policy was implemented – for example were you given enough time to achieve actions that were set out between you and your manager?
* Think about how the policy has been applied to you and detail any unfairness.
* Were there any adjustments that should have been considered which weren’t implemented or weren’t considered? If so, detail what these were, and importantly how you feel they would have had a material impact on your performance.

I would be grateful if you would arrange an independent appeal manager to investigate my appeal, and I would like to be accompanied at further meetings by my union representative, enter rep name.

Yours sincerely

Enter your name