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| **Private & Confidential** |
| **Subject:** | Formal Health & Wellbeing 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 outcome of the Formal Review decision set out in your letter dated enter the date**.**

The reasons for my appeal are as follows:

Set out the basis for your appeal. An appeal that simply disagrees with the outcome is unlikely to be successful, so you need to be specific about why you’re appealing and what it is you don’t think has been considered fully by your manager as part of the formal review process. Include and consider the following:

* Has all relevant medical information been considered and used when making a decision?
* Have Occupational Health been consulted, and if so have their recommendations been considered fully?
* Have adjustments been considered? And if not, what adjustments do you need that haven’t been considered?
* Is the outcome reasonable when taking into consideration the medical information available? For example, have you been given a specific recovery time period and this isn’t being considered by your manager?
* Are there mitigating circumstances which weren’t fully explored?
* Is there any new evidence that should be considered, or further medical information available that you feel would have a material impact on the outcome?
* Sometimes there can be misunderstandings, so if it’s clear that your manager hasn’t fully understood the situation, circumstances or your points, be very specific and if necessary, set out a separate document with additional information, timelines or a better understanding of the points you’re making.
* Is there anything else that needs to be explored as part of your appeal?

In order to address the concerns I’ve raised in this letter, explain what outcome you’re looking for as a result of your appeal. This gives your employer the opportunity to put things right for you.

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