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| **Private & Confidential** |
| **Subject:** | Disciplinary 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 disciplinary outcome you issued 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?

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