|  |  |  |  |
| --- | --- | --- | --- |
| **Private & Confidential** | | | |
| **Subject:** | Redundancy/Selection 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 against the decision to place me at risk of redundancy / place me into the [enter role name] role , which was communicated to me on enter the date**.**

The reasons for my appeal are as follows:

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

* If you feel the selection criteria have been unfairly or wrongly applied, explain why. For example, where a scoring process has been followed, does the scoring and commentary reflect your capabilities and performance over the last 12 months?
* If you’ve been offered an alternative role and you’re appealing on the basis that you don’t believe it’s suitable. For example, your skills may not match the role requirements. Explain why.
* Set out a summary of your evidence to substantiate your appeal – it’s best to provide a bullet point summary and refer to additional documentation along the way. The additional evidence can be submitted along with your appeal letter or directly to an appeal manager once one has been appointed.
* Any procedural issues that have occurred – as an example, were you given opportunity to view the evidence prior to your disciplinary hearing.
* Are there any mitigating circumstances that need to be explored?

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. Your local Accord Officer can help you understand what options there may be before you submit your grievance.

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