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When an employee has appealed against a warning A template letter for an employer to acknowledge their employee's appeal against a written warning and to arrange an appeal meeting. Notice of appeal meeting against a warning Giving the outcome of an appeal against a warning A template letter for an employer to give their employee the final decision of an appeal against a written warning. Notice of result of appeal against a warning When an employee has appealed against a dismissal A template letter for an employer to acknowledge their employee's appeal against a dismissal or other serious disciplinary action and to arrange an appeal meeting. Notice of appeal meeting against a dismissal or serious disciplinary action Giving the outcome of an appeal against a dismissal A template letter for an employer to give an employee the final decision of an appeal against a dismissal or other serious disciplinary action. Notice of appeal result against a dismissal or other serious disciplinary action In this article, I'll share my insights and provide a step-by-step guide, complete with a customizable template, to empower you to write your own effective... In this article, I'm here to share my expertise and guide you through creating an effective business apology letter for inconvenience, drawing on my extensive... In this comprehensive guide, I'll walk you through the step-by-step process of writing an effective appeal letter, including customizable templates to get you started. 3. Writing a denial appeal letter for denures can be a difficult and overwhelming process, but it's important to advocate for yourself and your dental health. ... As someone who has navigated the often complex world of dental insurance, I've come to understand the importance of being well-prepared, especially when it comes... In this article, I'll share my step-by-step guide on how to write a compelling appeal letter, complete with customizable templates and tips from my personal... Dismissal appeal letter [Sender name] [Sender address] [date] [Recipient name] [Recipient address] Dear [Recipient first name], On [date] I was informed that the decision to dismiss me was [state rationale provided by company]. I would like to appeal against this decision. I wish the following information to be taken into account: [State reasons, mitigation, justification, etc.] Please reply within 14 days from the date of this letter to confirm the proposed date for the appeal hearing. Yours [faithfully] sincerely, [Sender name] [Sender job title] [Sender telephone] [Sender email] [For, and on behalf of [Company name]]

Getting dismissed from your job can be a devastating experience. The shock, disbelief, and sense of injustice can leave you overwhelmed and unsure of what to do next. However, you don't have to accept the decision without question. If you believe your dismissal was unfair or unjustified, you can appeal. An appeal letter allows you to present your case and request a decision review. It's your chance to tell your side of the story, provide evidence to support your claims, and ask for a fair resolution. While the process may seem daunting, a well-written appeal letter can make all the difference in getting your job back or clearing your name. Sample Letters of Appeal against Dismissal The following letters provide examples of how to structure and write an effective appeal against dismissal. Use them as a guide to help you craft your compelling letter.

Letter 1: Appeal for Wrongful Termination Subject: Appeal against Wrongful Termination - John Doe Dear [Employer], I am writing to appeal my recent termination from my position as [job title] at [company name]. I believe that my dismissal was wrongful and unjustified, and I respectfully request a review of the decision. On [date], I was informed by [supervisor's name] that my employment was being terminated due to [reason given for dismissal]. However, I strongly dispute this accusation and maintain that I have always conducted myself professionally and by company policies. During my [length of employment] with [company name], I have consistently demonstrated a strong work ethic, dedication to my job, and a commitment to excellence. I have received positive performance evaluations and have never been subject to disciplinary action before this incident. I believe that my termination was based on a misunderstanding or miscommunication, and I would appreciate the opportunity to discuss the matter further. I am confident that, given the chance to present my case, I can demonstrate that the decision to dismiss me was unwarranted. I have attached relevant documentation to support my appeal, including [list any supporting documents, such as performance reviews, emails, witness statements, etc.]. Thank you for considering my appeal. I look forward to the opportunity to resolve this matter and continue contributing to the success of [company name]. Sincerely, [Your Name]

Letter 2: Appeal for Unfair Dismissal Subject: Appeal against Unfair Dismissal - Jane Smith Dear [Employer], I am writing to appeal the decision to dismiss me from my position as [job title] at [company name], effective [date of dismissal]. I believe that my dismissal was unfair and unjustified, and I request a review of the decision. The reason given for my dismissal was [reason given for dismissal]. However, I strongly disagree with this assessment and maintain that I have always fulfilled my job duties to the best of my abilities. I have never received any prior warnings or negative feedback regarding my performance. Furthermore, I believe that the decision to dismiss me was influenced by [factor you believe contributed to the unfair dismissal, such as discrimination, retaliation, or personal bias]. I have witnessed similar situations in which other employees were treated differently under comparable circumstances. I have been a loyal and dedicated employee of [company name] for [length of employment], and I have consistently demonstrated my value to the organization. I have received numerous commendations from colleagues and clients alike for my hard work and professionalism. I respectfully request a meeting to discuss my appeal in person and to provide further evidence to support my case. I am confident that, given a fair and impartial review, it will be clear that my dismissal was unwarranted and unjust. Thank you for your time and consideration. Sincerely, [Your Name]

Letter 3: Appeal for Wrongful Accusation Subject: Appeal against Wrongful Accusation and Dismissal - Michael Johnson Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], based on the wrongful accusation of [accusation made against you]. I vehemently deny any wrongdoing and believe that my termination was unjustified and based on false information. On [date of incident], I was accused of [details of accusation] by [accuser's name]. However, I maintain my innocence and assert that the accusation is entirely baseless. I have never engaged in any behavior that would warrant such an allegation. I have been a loyal and dedicated employee of [company name] for [length of employment], and my record speaks for itself. I have consistently demonstrated integrity, professionalism, and a commitment to upholding the company's values. I request that an impartial investigation be conducted into the accusation made against me. I am confident that a thorough review of the facts will exonerate me and demonstrate that my dismissal was based on a false premise. I have attached supporting documentation to substantiate my claims, including [list any relevant evidence, such as witness statements, emails, or other documentation]. I am eager to resolve this matter and clear my name. I respectfully request a meeting to discuss my appeal and to provide any additional information that may be required. Thank you for your attention to this matter. Sincerely, [Your Name]

Letter 4: Appeal for Lack of Due Process Subject: Appeal against Dismissal - Lack of Due Process - Sarah Thompson Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], because I was not afforded due process in the termination of my employment. On [date of dismissal], I was informed by [supervisor's name] that my employment was being terminated, effective immediately. I was not given any prior warning, nor was I provided with a clear explanation for the decision. I was not granted an opportunity to respond to any allegations or to present my case. I believe that my dismissal was carried out in violation of [company name]'s established policies and procedures. According to [relevant policy or procedure], employees are entitled to [specify due process rights that were violated, such as a written warning, a performance improvement plan, or a hearing]. I have been a dedicated and hardworking employee of [company name] for [length of employment], and I have consistently met or exceeded performance expectations. I have never been subject to any disciplinary action or negative performance reviews. I respectfully request that my dismissal be reviewed and that I be allowed to defend myself through the proper channels. I am confident that, given a fair and impartial hearing, it will be clear that my termination was unjustified and carried out in violation of company policy. Thank you for your attention to this matter. I look forward to a prompt resolution. Sincerely, [Your Name]

Letter 5: Appeal for Retaliatory Dismissal - David Wilson Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], which I believe was an act of retaliation for [protected activity, such as reporting discrimination, harassment, or safety violations]. On [date of protected activity], I [describe the protected activity, such as filing a complaint or participating in an investigation]. Following this event, I experienced a marked change in the way I was treated by my supervisors and colleagues. I was subjected to [describe any adverse actions, such as unwarranted criticism, demotion, or exclusion from meetings]. On [date of dismissal], I was informed that my employment was being terminated, effective immediately. I believe that this decision was made in retaliation for my [protected activity] and not for any legitimate business reason. Retaliation against employees who engage in protected activities is illegal under [relevant laws, such as Title VII of the Civil Rights Act or the Occupational Safety and Health Act]. I have the right to [describe the protected activity] without fear of reprisal or retribution. I respectfully request that my dismissal be investigated as an act of retaliation and that appropriate remedial action be taken. I am prepared to provide further evidence to support my claim, including [list any relevant documentation, such as sales figures, customer satisfaction ratings, or project outcomes]. I respectfully request that my performance evaluation be reviewed by an impartial party and that my dismissal be reconsidered in light of a fair and accurate assessment of my work. I am confident that, given a fair and impartial review, it will be clear that my dismissal was unwarranted and unjust. I have attached supporting documentation to substantiate my claims, including [list any relevant evidence, such as emails, project reports, or customer testimonials]. Thank you for your time and consideration. Sincerely, [Your Name]

Letter 8: Appeal for Inconsistent Treatment Subject: Appeal against Dismissal - Inconsistent Treatment - Christopher Lee Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], which I believe was the result of inconsistent and unfair treatment. On [date of the incident], I was accused of [describe the incident or behavior that led to your dismissal]. While I acknowledge that my actions were not entirely appropriate, I believe that the decision to terminate my employment was disproportionate and inconsistent with the treatment of other employees in similar situations. In the past, other employees have engaged in comparable behavior and have received far less severe consequences, such as [list any examples of inconsistent treatment, such as verbal warnings, written reprimands, or short-term suspensions]. I believe that I have been singled out and subjected to harsher punishment than my colleagues. I have been a dedicated and loyal employee of [company name] for [length of employment], and I have consistently demonstrated my value to the organization. I have received positive performance evaluations and have never been subject to any disciplinary action before this incident. I respectfully request that my dismissal be reviewed in light of the inconsistent treatment I have received and that I be given a fair and impartial opportunity to discuss the matter further. I am confident that, given a chance to present my case, it will be clear that my termination was unjust and disproportionate. Thank you for your attention to this matter. I look forward to a prompt resolution. Sincerely, [Your Name]

Letter 9: Appeal for Insufficient Evidence Subject: Appeal against Dismissal - Insufficient Evidence - Amanda Johnson Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], because the decision was based on insufficient evidence. On [date of dismissal], I was informed by [supervisor's name] that my employment was being terminated due to [reason given for dismissal]. This reason does not align with any of the grounds for termination outlined in my employment contract. I have faithfully fulfilled my obligations under the contract, and I have consistently met or exceeded performance expectations. I have never been subject to any disciplinary action or negative performance reviews. I respectfully request that my dismissal be reviewed in light of my employment contract and that I be reinstated to my position. If reinstatement is not possible, I request that I be compensated for the remaining term of my contract, as stipulated in the agreement. I have attached a copy of my employment contract for your reference. Thank you for your attention to this matter. I look forward to a prompt resolution. Sincerely, [Your Name]

Letter 7: Appeal for Unfair Performance Evaluation Subject: Appeal against Dismissal - Unfair Performance Evaluation - Jennifer Davis Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], which I believe was based on an unfair and inaccurate performance evaluation. On [date of evaluation], I received a performance evaluation from my supervisor, [supervisor's name], that contained several inaccuracies and misrepresentations of my work. The evaluation failed to take into account [list any relevant factors, such as significant achievements, challenges overcome, or positive feedback from colleagues or clients]. I strongly disagree with the assessment of my performance and believe that the evaluation was influenced by [factor you believe contributed to the unfair evaluation, such as personal bias, discrimination, or retaliation]. I have consistently demonstrated a high level of competence and dedication in my role, as evidenced by [list any relevant metrics, such as sales figures, customer satisfaction ratings, or project outcomes]. I respectfully request that my performance evaluation be reviewed by an impartial party and that my dismissal be reconsidered in light of a fair and accurate assessment of my work. I am confident that, given a fair and impartial review, it will be clear that my dismissal was unwarranted and unjust. I have attached supporting documentation to substantiate my claims, including [list any relevant evidence, such as emails, project reports, or customer testimonials]. Thank you for your time and consideration. Sincerely, [Your Name]

Letter 11: Appeal for Disability Discrimination Subject: Appeal against Dismissal - Disability Discrimination - Jessica Wilson Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], which I believe was the result of disability discrimination. I have a [name of disability] that requires [describe any necessary accommodations, such as flexible work hours, assistive technology, or workplace modifications]. On [date of request], I formally requested these accommodations, as is my right under the Americans with Disabilities Act (ADA). However, since making this request, I have experienced a marked change in the way I have been treated by my supervisors and colleagues. I have been subjected to [describe any adverse actions, such as unwarranted criticism, demotion, or exclusion from meetings]. On [date of dismissal], I was informed that my employment was being terminated due to [reason given for dismissal]. I believe that this decision was made not for any legitimate business reason, but rather in response to my request for accommodations and as a result of discrimination based on my disability. Discrimination against individuals with disabilities is illegal under the ADA. I have the right to request reasonable accommodations and to be treated fairly and equitably in the workplace, regardless of my disability. *I respectfully request that my dismissal be investigated as an act of disability discrimination and that appropriate remedial action be taken. I am prepared to provide further evidence to support my claim, including [list any relevant documentation, such as medical See also 15 Sample Letters of Appeal for Benefitsrecords, accommodation requests, or witness statements.] *Thank you for your prompt attention to this serious matter. Sincerely, [Your Name]

Letter 12: Appeal for Age Discrimination Subject: Appeal against Dismissal - Age Discrimination - William Davis Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], which I believe was the result of age discrimination. I am [age] years old and have been a loyal and dedicated employee of [company name] for [length of employment]. Throughout my tenure, I have consistently demonstrated my value to the organization and have received numerous commendations for my work. However, in recent months, I have noticed a pattern of discriminatory behavior towards older employees, including [describe any instances of age discrimination, such as derogatory comments, unequal treatment, or denial of opportunities]. I believe that my dismissal was part of this larger pattern of age discrimination. The reason given for my termination was [reason given for dismissal], but I strongly dispute this assessment. I have never received any negative feedback regarding my performance, and I believe that the decision to dismiss me was based solely on my age. Age discrimination in the workplace is illegal under the Age Discrimination in Employment Act (ADEA). I have the right to be treated fairly and equitably, regardless of my age. I respectfully request that my dismissal be investigated as an act of age discrimination and that appropriate remedial action be taken. I am prepared to provide further evidence to support my claim, including [list any relevant documentation, such as performance reviews, emails, or witness statements]. Thank you for your prompt attention to this serious matter. Sincerely, [Your Name]

Letter 13: Appeal for Wrongful Demotion Subject: Appeal against Wrongful Demotion - Elizabeth Brown Dear [Employer], I am writing to appeal my recent demotion from [previous job title] to [current job title], effective [date of demotion], which I believe was wrongful and unjustified. On [date of demotion], I was informed by [supervisor's name] that I was being demoted due to [reason given for demotion]. However, I strongly dispute this assessment and maintain that I have always performed my duties to the best of my abilities. During my time at [previous job title], I consistently met or exceeded performance expectations and received positive feedback from both my supervisors and colleagues. I have never been subject to any disciplinary action or negative performance reviews. I believe that my demotion was the result of [factor you believe contributed to the wrongful demotion, such as discrimination, retaliation, or personal bias]. I have witnessed similar situations in which other employees were treated differently under comparable circumstances. I have been a loyal and dedicated employee of [company name] for [length of employment], and I have consistently demonstrated my value to the organization. I am committed to continuing to contribute to the company's success in whatever role I hold. I respectfully request that my demotion be reviewed and that I be reinstated to my previous position. I am confident that, given a fair and impartial review, it will be clear that my demotion was unwarranted and unjust. Thank you for your time and consideration. Sincerely, [Your Name]

Letter 14: Appeal for Wrongful Suspension Subject: Appeal against Wrongful Suspension - David Thompson Dear [Employer], I am writing to appeal my suspension from [company name], effective [date of suspension], which I believe was wrongful and unjustified. On [date of suspension], I was informed by [supervisor's name] that I was being suspended for [length of suspension] due to [reason given for suspension]. However, I strongly dispute the allegations made against me and maintain that I have always conducted myself professionally and by company policies. The accusations are based on [describe the source of the accusations, such as hearsay, rumors, or unsubstantiated claims]. I have not been provided with any concrete evidence to support these allegations, nor have I been allowed to respond to them. I have been a loyal and dedicated employee of [company name] for [length of employment], and I have consistently demonstrated my integrity and professionalism. I have never engaged in any behavior that would warrant such severe consequences. I respectfully request that my suspension be reviewed and that I be provided with the specific evidence used to justify the decision. I am confident that, upon closer examination, it will become clear that the allegations against me are baseless and that my suspension was unjustified. I am eager to return to work and continue contributing to the success of [company name]. I respectfully request that my suspension be lifted and that I be allowed to resume my duties. Thank you for your attention to this matter. I look forward to a prompt resolution. Sincerely, [Your Name]

Letter 15: Appeal for Denial of Promotion Subject: Appeal against Wrongful Denial of Promotion - Sarah Wilson Dear [Employer], I am writing to appeal the decision to deny me the promotion to [position] at [company name], which I believe was wrongful and unjustified. On [date of application], I submitted my application for the [position] role, as I believe I was well-qualified for the position and had demonstrated my readiness for increased responsibility. However, on [date of denial], I was informed that my application had been denied. I have been a loyal and dedicated employee of [company name] for [length of employment], and I have consistently demonstrated my value to the organization. I have received positive performance evaluations and have taken on additional responsibilities beyond my current role. I believe that the decision to deny me the promotion was influenced by [factor you believe contributed to the wrongful denial, such as discrimination, favoritism, or personal bias]. I have witnessed similar situations in which other employees were treated differently under comparable circumstances. I respectfully request that the decision to deny me the promotion be reviewed and that I be given fair consideration for the position. I am confident that, given an impartial evaluation of my qualifications and performance, it will be clear that I am well-suited for the role. I am committed to continuing to contribute to the success of [company name] and to growing within the organization. I believe that I have the skills, experience, and dedication to excel in the [position] role. Thank you for your time and consideration. Sincerely, [Your Name]

Letter 16: Appeal for Unfair Disciplinary Action Subject: Appeal against Unfair Disciplinary Action - Michael Johnson Dear [Employer], I am writing to appeal the disciplinary action taken against me on [date of disciplinary action], which I believe was unfair and unjustified. On [date of the incident], I was accused of [describe the incident or behavior that led to the disciplinary action]. While I acknowledge that my actions may have been inappropriate, I believe that the disciplinary action taken was disproportionate and inconsistent with company policy. According to [relevant policy or procedure], the steps for disciplinary action include [list the specific steps outlined in the policy, such as verbal warnings, written warnings, or performance improvement plans]. In my case, these steps were not followed, and I was subjected to [describe the disciplinary action, such as suspension, demotion, or termination] without proper warning or opportunity for improvement. I have been a dedicated and hardworking employee of [company name] for [length of employment], and I have always strived to adhere to company policies and guidelines. I believe that the disciplinary action taken against me was carried out hastily and without proper consideration for due process. I respectfully request that the disciplinary action be reviewed in light of [company name]'s established policies and that I be afforded the proper disciplinary procedures as outlined in the company handbook. I am committed to learning from this experience and improving my performance moving forward. Thank you for your attention to this matter. I look forward to a prompt resolution. Sincerely, [Your Name]

Letter 17: Appeal for Unfair Compensation Subject: Appeal against Unfair Compensation - Jennifer Brown Dear [Employer], I am writing to appeal the decision regarding my compensation, which I believe is unfair and not commensurate with my contributions to [company name]. I have been a loyal and dedicated employee of [company name] for [length of employment], and I have consistently demonstrated my value to the organization. I have taken on additional responsibilities, exceeded performance expectations, and contributed to the company's success in numerous ways. However, despite my efforts and achievements, my compensation has not kept pace with my contributions or with industry standards. I have researched salaries for similar positions in our industry and have found that my compensation falls significantly below the market average. I believe that my compensation should reflect my skills, experience, and dedication to [company name]. I have [list any relevant qualifications, certifications, or achievements] and have consistently received positive feedback from my supervisors and colleagues. I respectfully request that my compensation be reviewed and adjusted to a level that is fair and equitable, taking into account my value to the organization and the current market rate. Thank you for your time and consideration. Sincerely, [Your Name]

Letter 18: Appeal for Unfair Schedule Change Subject: Appeal against Unfair Schedule Change - Christopher Davis Dear [Employer], I am writing to appeal the recent changes to my work schedule, which I believe are unfair and create an undue burden on my personal life. On [date of schedule change], I was informed by [supervisor's name] that my work schedule would be changing from [previous schedule] to [new schedule]. This change was made without any prior consultation or consideration of my circumstances. The new schedule conflicts with [describe the personal obligations or circumstances that are impacted by the schedule change, such as childcare, education, or medical appointments]. I have made every effort to fulfill my work obligations while also meeting my responsibilities, but the new schedule makes this extremely difficult. I have been a loyal and dedicated employee of [company name] for [length of employment], and I have always been willing to work collaboratively to find solutions that meet both the needs of the company and my own needs. I believe that there are alternative scheduling arrangements that could be made to accommodate both the company's requirements and my obligations. I respectfully request that my work schedule be reviewed and that a more equitable arrangement be found. I am open to discussing alternative solutions and am committed to finding a mutually beneficial resolution. Thank you for your attention to this matter. I look forward to working together to find a fair and reasonable solution. Sincerely, [Your Name]

Letter 19: Appeal for Unfair Denial of Leave Subject: Appeal against Unfair Denial of Leave - Amanda Thompson Dear [Employer], I am writing to appeal the decision to deny my request for [type of leave] leave, which I believe was unfair and inconsistent with company policy. On [date of leave request], I submitted a request for [length of leave] of [type of leave] leave, to begin on [start date of leave]. I provided all the necessary documentation and followed the proper procedures for requesting leave, as outlined in the company handbook. However, on [date of denial], I was informed by [supervisor's name] that my request for leave was denied. I believe that this decision was made unfairly and without proper consideration of my circumstances. I have been a loyal and dedicated employee of [company name] for [length of employment], and I have always made every effort to balance my work responsibilities with my personal obligations. I understand the importance of my role within the organization and would not request leave unless it was necessary. I explain the reason for requesting leave, such as a medical emergency, family obligation, or personal crisis. I believe that denying my request for leave in these circumstances is not only unfair but also fails to take into account the provisions outlined in the company's leave policy. I respectfully request that the decision to deny my leave be reviewed and that I be granted the requested time off. As I am willing to work with my supervisor and colleagues to ensure that my work responsibilities are covered during my absence. Thank you for your attention to this matter. I look forward to a prompt and fair resolution. Sincerely, [Your Name]

Letter 20: Appeal for Discrimination Subject: Appeal against Discriminatory Dismissal - Emily Davis Dear [Employer], I am writing to appeal my dismissal from [company name], effective [date of dismissal], which I believe was based on discriminatory grounds. On [date of dismissal], I was informed by [supervisor's name] that my employment was being terminated due to [reason given for dismissal]. However, I believe that the true reason for my dismissal was discrimination based on my [protected characteristic, such as race, gender, age, religion, or disability]. Throughout my employment with [company name], I have experienced a pattern of discriminatory treatment, including [describe any instances of discrimination, such as derogatory comments, unequal treatment, or denial of opportunities]. I have raised these concerns with [relevant personnel, such as HR or a supervisor], but no action was taken to address the issue. Discrimination in the workplace is illegal under [relevant laws, such as Title VII of the Civil Rights Act or the Americans with Disabilities Act]. I have the right to be treated fairly and equitably, regardless of my [protected characteristic]. I respectfully request that my dismissal be investigated as an act of discrimination and that appropriate remedial action be taken. I am prepared to provide further evidence to support my claim, including [list any relevant documentation, such as emails, project reports, or customer testimonials]. Thank you for your time and consideration. Sincerely, [Your Name]

Letter 21: Appeal for Unfair Dismissal Subject: Appeal against Unfair Dismissal - Reference [Your Employee ID/Case Number] Dear [Employer's Name], I write to formally appeal against the decision to terminate my employment on [Date of Dismissal]. I contend that the dismissal was both procedurally and substantively unfair, violating my contractual rights and the company's own employment policies. Factual Background: I have served as [Your Job Title] since [Start Date] and have continually met or exceeded the performance expectations. The allegations leading to my dismissal on [Date] are factually incorrect and have been presented without proper investigation. Legal and Contractual Issues: Breach of Contract: The dismissal did not adhere to the notice period and performance improvement processes outlined in my employment contract. Failure to Follow Disciplinary Procedures: The disciplinary process was not conducted in accordance with [Company Policy/Employee Handbook] which I am entitled to under company rules and statutory employment law. Relief Sought: I respectfully request that my dismissal be reconsidered and that I be reinstated with all due compensation for lost wages and benefits, or alternatively, a settlement meeting be arranged to discuss a fair resolution. I look forward to your prompt and fair review of my appeals. Respectfully, [Your Signature] [Your Name] [Template 4: Personal Appeal - Emphasis on Mitigating Circumstances] [Your Name] [City, State, ZIP Code] [Email Address] [Phone Number] [Date] [Employer's Name] [HR Manager/Appeals Officer] [Company Name] [Company Address] [City, State, ZIP Code] Subject: Appeal of Unfair Dismissal Dear [Employer's Name], I am writing to formally appeal my dismissal dated [Date of Dismissal]. I firmly believe that the decision was made without considering important mitigating factors that were relevant at the time. Personal and Professional Impact: Working as [Your Job Title], I have been dedicated to my role and have contributed significantly to [specific achievements]. The dismissal has not only affected my professional standing but has also caused personal distress. Mitigating Factors: External Pressures: [Detail any external factors such as personal issues, misunderstandings, or uncommunicated expectations that may have affected your performance.] Lack of Warning or Opportunity: I was not provided with any warning or opportunity for improvement prior to the dismissal, which is inconsistent with the company's standard practices. Discrepancies in Evidence: There are factual inaccuracies in the account of events that led to my dismissal. Request for Reconsideration: I kindly request a re-investigation of the events and circumstances surrounding my termination. I am eager to discuss this matter in detail and explore the possibility of reinstatement or another fair resolution. Thank you for your understanding and prompt attention to this appeal. Sincerely, [Your Signature] [Your Name] [Template 5: Balanced Tone with Emphasis on Mutual Benefit] [Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date] [Employer's Name] [Appeals/HR Department] [Company Name] [Company Address] [City, State, ZIP Code] Subject: Appeal Against Unjust Termination Dear [Employer's Name], I am writing to formally appeal my dismissal from [Company Name] on [Date of Dismissal]. I believe that my termination was not only unfair but also not in the best interests of both the company and myself. Summary of Employment: Since joining the company on [Start Date] as [Your Job Title], I have consistently contributed to the growth and success of our team. I value my relationship with [Company Name] and remain committed to mission. Points of Concern: Inadequate Investigation: The dismissal decision appears to have been based on a comprehensive review of the facts and without providing me an opportunity to address any concerns. Policy Deviations: The process deviated from established disciplinary procedures as outlined in the employee handbook. Mutual Benefits: Reconsidering the dismissal could foster a more positive and productive work environment and preserve the professional relationship I have built over time. Proposed Next Steps: I respectfully request a meeting to review the evidence and circumstances of my dismissal. I am confident that a fair and transparent discussion will result in an equitable solution. Thank you for considering my appeal. I look forward to your reply. Warm regards, [Your Signature] [Your Name] [Template 6: Emphasis on Error Correction and Documentation] [Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date] [Employer's Name] [HR Manager/Appeals Committee] [Company Name] [Company Address] [City, State, ZIP Code] Subject: Request for Reconsideration of Dismissal Decision Dear [Employer's Name], I am writing to formally appeal the decision to dismiss me from [Company Name] on [Date of Dismissal]. After reviewing the decision and accompanying documentation, I have identified several errors and omissions that I believe warrant reconsideration of my case. Documentation of the Incident: Incident Report: I have attached my records and emails that contradict the narrative provided in the dismissal documentation. Performance Reviews: My past performance evaluations consistently reflect a high level of competence and dedication. Errors and Omissions Noted: Incomplete Facts: Critical details were omitted that would have provided context and exonerated my actions. Failure to Follow Protocol: The established process for addressing performance issues was not followed, denying me the opportunity to rectify any misunderstandings. Conclusion and Request: I respectfully request that the decision be re-evaluated in light of the corrected information. I am open to further discussions and can provide additional documentation if required. Thank you for your time and reconsideration of my appeal. Sincerely, [Your Signature] [Your Name] [Template 7: Emphasis on Future Contributions and remorse] [Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date] [Employer's Name] [Human Resources/Appeals Office] [Company Name] [Company Address] [City, State, ZIP Code] Subject: Appeal Against Termination and Request for Reinstatement Dear [Employer's Name], I am writing to appeal my dismissal from [Company Name] on [Date of Dismissal]. I am deeply regretful that events led to this outcome and would like to address the concerns raised, while also highlighting my commitment to improving and contributing positively in the future. Reflection and Acknowledgment: I understand the seriousness of the concerns raised, however, I believe that my overall record at [Company Name] demonstrates my commitment and value to the organization. I acknowledge any missteps and have since taken proactive measures to address them. Reasons for Appeal: Proven Track Record: My history of performance and contributions to [Company Name] should be considered in light of this isolated incident. Commitment to Improvement: I have enrolled in [relevant training or counseling] to ensure that such issues do not recur. Future Contributions: I am eager to continue contributing to the company's success and believe that a fair review of my case will reaffirm my value as an employee. Request: I respectfully request that you reconsider the termination decision, and I am prepared to discuss steps for a successful reintegration into my role. I am confident that my renewed focus and efforts will be an asset to the team. Thank you for reviewing my appeal. I am hopeful for an opportunity to discuss this further. Respectfully, [Your Signature] [Your Name] Each of these templates offers a unique approach—whether focusing on factual errors, procedural fairness, legal rights, or personal commitment—and can be modified to reflect the specific details of your case. Use them as a guide to craft an appeal that is clear, professional, and compelling. In this article, I'll share my insights and provide a step-by-step guide, complete with a customizable template, to empower you to write your own effective... In this article, I'm here to share my expertise and guide you through creating an effective business apology letter for inconvenience, drawing on my extensive... In this comprehensive guide, I'll walk you through the step-by-step process of writing an effective appeal letter, including customizable templates to get you started. 3. Writing a denial appeal letter for denures can be a difficult and overwhelming process, but it's important to advocate for yourself and your dental health. ... As someone who has navigated the often complex world of dental insurance, I've come to understand the importance of being well-prepared, especially when it comes... In this article, I'll share my step-by-step guide on how to write a compelling appeal letter, complete with customizable templates and tips from my personal... If you have been dismissed from your job and you feel that the decision was unfair, you can appeal the decision with a dismissal appeal letter. Writing an appeal letter can be challenging, but we have compiled several employment dismissal appeal letter samples that you can use as a guide. You can find these examples below. Examples of Employment Dismissal Appeal Letter Dear [Employer Name], I am writing to appeal my termination from [Company Name]. I understand that my [reason for dismissal] may have caused some concern, but I would like to explain the situation from my perspective. [Explain your side of the story in detail.] I hope that you can reconsider your decision and give me a second chance to prove myself as a valuable employee at [Company Name]. Thank you for your time and consideration. Sincerely, [Your Name] Dear [Employer Name], I am writing to appeal my wrongful termination from [Company Name]. I believe that the decision to terminate me was not based on any valid reason and was made without proper investigation. [Explain your side of the story in detail and provide any evidence to support your claim.] I hope that you can investigate this matter further and reach a fair decision. I would appreciate the opportunity to continue working for [Company Name]. Thank you for your time and consideration. Sincerely, [Your Name] Dear [Employer Name], I am writing to appeal my unjust termination from [Company Name]. I feel that the decision to terminate me was not based on my job performance or any valid reason. [Explain your side of the story in detail and provide any evidence to support your claim.] I hope that you can reconsider your decision and give me the opportunity to continue working for [Company Name]. I am willing to discuss this matter further and find a mutually beneficial solution. Thank you for your time and consideration. Sincerely, [Your Name] Tips for Writing an Employment Dismissal Appeal Letter Writing an employment dismissal appeal letter can be challenging, but here are some tips to help you get started: Be respectful and professional in your tone. State the reason for your dismissal and why you feel it was unfair or unjust. Provide any evidence to support your claim. Offer to discuss the matter further and find a mutually beneficial solution. Proofread your letter for grammar and spelling errors. Frequently Asked Questions Q: Can I appeal my dismissal from a job? A: Yes, you can appeal your dismissal from a job if you believe that the decision was unfair, unjust, discriminatory or retaliatory. Q: How do I write an appeal letter for my dismissal? A: You can write an appeal letter for your dismissal by stating the reason for dismissal, explaining why you believe the decision was unfair or unjust, providing any evidence to support your claim, and offering to discuss the matter further and find a mutually beneficial solution. Q: What should I include in the appeal letter? A: You should include the date of your dismissal, your side of the story, any evidence to support your claim, and an offer to discuss the matter further and find a mutually beneficial solution. Q: How long should my appeal letter be? A: Your appeal letter should be concise and to the point, but it should also provide enough detail to support your claim. Aim for 40 to 50 sentences in total. Q: Should I send my appeal letter via email or mail? A: It depends on the company's policy, but it's best to check with your employer first. If you're not sure, you can send the letter via both email and mail. Q: What should I do if my appeal is denied? A: If your appeal is denied, you can consider other options such as mediation, arbitration, or legal action. It's best to seek legal advice before pursuing any of these options. Conclusion Writing an employment dismissal appeal letter can be challenging, but it's important to stand up for your rights if you feel that the decision was unfair or unjust. Use the sample letters and tips provided above as a guide and don't be afraid to seek legal advice if necessary.