[Company Name]  
[Address]

To

[The Recipient Name]

**Re. Appealing for the Standard Disciplinary Actions to be Commenced on the Grounds of Company’s Employees’ Conduct Policy 2011**

I am Daniel Swan from the Department of Web Designing and Development. I have been working here since 2015 as a Web Developer. I have always been a hardworking and competent employee and have assisted in winning many projects during my tenure. The ambiance of the workplace has been very pleasant and immensely professional. I have enjoyed working here and learned a lot of new skills and acquired new knowledge in the field of web development. I am writing an appeal letter to you to take strict disciplinary actions against Mr. Lowman.

On 23rd January 20XX, Mrs. Jennifer Nelson reported that she was harassed by the mentioned person several times and is not abstaining from the misdemeanor even after warned by the sufferer. She warned him that she will complain about this to the management as workplace harassment is a serious offense.

Lowman did not pay heed to her warnings and kept on harassing her in each possible way. At last Mrs. Nelson reported this to her supervisor who furnished Lowman with a reprimand notice which did not meet any improvement in his conduct.

I got into an argument with Lowman on 10-02-20XX while talking about the web designs and their approvals. As Lowman works in Project Management, therefore, it is unavoidable to communicate with him when it comes to the workplace stuff. As a result of that argument Lowman started abusing me and then I pushed him. He punched me into my face and it started bleeding. CCTV footage can be examined as convincing evidence.

Having all this said, I plea you to take strict disciplinary actions against Mr. Lowman so that no other member of the company can do the same. Federal and State Government Laws of Public and Private Companies of 2009 states that no employee can be accommodated with such code of conduct. They include salary deduction, demotion, reduction in perks and privileges, or termination depending on the gravity of the matter.

Please contact for more details on +[X] or write on [email].

Regards

Daniel Swan  
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