**Employee Appeal Form (for Disciplinary Actions)**

**Purpose:** This form allows an employee to formally appeal a disciplinary action, such as a warning, suspension, or termination. It ensures fairness and provides an opportunity for review by management or the HR department.

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-2045 |
| **Department:** | Sales & Marketing | **Position/Title:** | Sales Executive |
| **Supervisor’s Name:** | Maria Thompson | **Date of Appeal Submission:** | 10-Oct-2025 |

**Section 2: Disciplinary Action Being Appealed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Disciplinary Action:** | Written Warning | **Date of Disciplinary Action:** | 02-Oct-2025 |
| **Issued By:** | HR Manager | **Reason Stated in Action Notice:** | Repeated late attendance and missed client calls |

**Section 3: Grounds for Appeal**

|  |  |
| --- | --- |
| **Reason for Appeal:** | I believe the decision was based on incomplete attendance data. I was assigned off-site client meetings that were not properly logged in the attendance system. |
| **Supporting Evidence (if any):** | Client meeting records, travel log, and email correspondence. |
| **Desired Outcome:** | Removal of warning from my record and review of attendance logs. |

**Section 4: Employee Declaration**

I confirm that the information provided in this appeal form is true and complete to the best of my knowledge. I understand that this appeal will be reviewed as per company disciplinary policies.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5: Management / HR Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Received:** | 11-Oct-2025 | **Reviewed By:** | HR Department |
| **Decision:** | Warning overturned after verification of external meeting logs. | | |
| **Remarks:** | Employee’s explanation found valid. No further action required. | | |
| **HR Signature:** |  | **Date:** |  |