

APPENDIX 3

Disciplinary sanction dispute

Re: disciplinary sanction dispute

Dear Sir/Madam

I have duly noted your decision to sanction me by *[disciplinary sanction taken against you]*, which you communicated to me on *[date]*.

I hereby inform you that I object to this sanction.

Your decision was taken on the grounds that *[mention the acts/events/behaviours you are accused of]*.

Case number 1: you dispute the reality of the facts.

I dispute this version of the events. Indeed, to this date, *[give your own version]*.

Case number 2: you dispute the sanction, which you consider to be disproportionate.

I believe that the sanction imposed on me is disproportionate in view of *[set out your arguments: taking into account certain “mitigating circumstances”, comparison with other sanctions imposed to other employees for the same acts/behaviours, etc.]*.

For these reasons, I beg you to reconsider the appropriateness of the *[disciplinary measure]* taken against me.

[Date and signature]