*Send by email to HR Manager/Manager*

**Subject: Dismissal appeal**

Dear [HR Manager/Manager],

I would like to formally appeal my dismissal.

I would like to appeal my dismissal on the following grounds:

1. [Insert grounds for appeal] [Please use the free “Do I have a claim” tool on our website to understand what types of claim you may have]

I look forward to hearing from you regarding next steps.

Yours sincerely

[***Insert your name***]