

## How to appeal

Your organisation's disciplinary and grievance policy should tell you how to appeal. If not, you should raise your appeal in writing to your employer.

Write in a letter or email:

- why you think your outcome was wrong or unfair – for example, if you felt the person investigating your case did not get enough evidence
- what you would like to happen next – for example, you could ask your employer to investigate further or to look at any new evidence you have found

You should do this as soon as possible or within the time period that your organisation might have set in their policy. Acas recommends 5 working days from receiving your outcome as an appropriate amount of time.

Use our:

- [grievance appeal letter template](#)
- [disciplinary appeal letter template](#)

## Who carries out the appeal process

The person who handles your appeal and any further investigation should:

- be a manager who was not previously involved in deciding the outcome
- have the authority to make the final decision

If this is not possible, your employer should try and make the process as impartial as they can. For example, they could bring in an external person to carry out the appeal.