

S

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Recipient's Name>>
<<Company / Employer's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Time Off - Appeal

Dear <<Name of manager / employer>>

Thank you for your notification of my decision to reject my application for study/training>>.

My appeal is based on the following grounds for my appeal:>>
<<Give details of the grounds for your appeal>>

I look forward to hearing from you within 14 days of receiving this letter.

Yours sincerely

<<Name & Title>>

A

M

P

L

E

I wish to appeal against your decision on the subject matter of <<subject matter of appeal>>

Please be aware that you must act within 14 days of receiving this letter.