

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Appeal Against Job Termination

I hope this letter finds you well. I am writing to formally appeal my termination from [Company's Name], which took place on [termination date]. I believe the decision was made based on [briefly explain the reason for termination], and I would like to present my perspective on the matter.

[Explain your points in detail, addressing the reasons for your termination and your side of the story. Include any relevant evidence or context that supports your case.]

I kindly request a review of my termination, taking into consideration [mention any applicable policies, previous performance, or mitigating circumstances]. I have enjoyed my time at [Company's Name] and value the contributions I have made.

Thank you for considering my appeal. I am hopeful for the opportunity to discuss this matter further and would appreciate your prompt attention to my request.

Sincerely,

[Your Name]

[Your Job Title & Department] (if applicable)