

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

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

Dear [Recipient's Name],

Subject: Contesting Termination of Employment

I am writing to formally contest my termination from [Company's Name] on [Date of Termination]. I believe that the decision to terminate my employment was unjust and based on [briefly state reasons, e.g., misunderstanding, policy violation, etc.].

[Provide a detailed explanation of your situation, including relevant facts, dates, and any supporting evidence.]

I would appreciate the opportunity to discuss this matter further and provide additional context that may not have been considered. I am hopeful that we can reach a resolution that is fair and just.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,  
[Your Name]