

Dear [Recipient's Name],

I hope this message finds you well. Following our recent conversation regarding my termination, I would like to request a follow-up discussion to clarify some points and address any remaining questions.

Could we schedule a meeting at your earliest convenience? I believe this conversation will help both of us understand the situation better and ensure a smooth transition.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position, if applicable]