

Rebuttal to Termination Notice

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Rebuttal to Termination Letter

Dear [Recipient Name],

I am writing to formally contest my termination from [Company Name] as stated in your letter dated [Date of Termination Letter]. I believe that my dismissal was unjust and to that end, I would like to present my case.

During my employment as [Your Job Title], I consistently met and exceeded performance expectations. The reasons cited for my termination include [specific reasons mentioned in the termination notice], which I believe are unfounded and do not accurately represent my work or contributions to the company.

Furthermore, [you may add any evidence or instances that support your position, including relevant policies or procedures that were not adhered to during your termination].

Given these circumstances, I respectfully request a review of my termination and the opportunity to discuss this matter further. I am confident that a thorough review will demonstrate my commitment to [Company Name] and the value I have brought to the team.

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

Sincerely,

[Your Name]