

Early Exit Appeal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding my termination from [Company's Name] effective [Insert Termination Date]. Due to unforeseen circumstances that have significantly impacted my personal situation, I kindly request that you reconsider this decision.

[Briefly explain the unforeseen circumstances that led to your appeal, ensuring to maintain a professional tone. Provide any necessary details that may support your case.]

I have greatly valued my time at [Company's Name], and I am committed to continuing my contributions to the team. If there is an opportunity for me to discuss this matter further, I would appreciate the chance to address any concerns and explore potential solutions.

Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Name]