

# Grievance Letter Regarding Contract Termination Notice

Date: [Insert Date]

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievance regarding the termination notice I received on [insert date of notice]. I believe that the termination of my contract is unwarranted and does not align with the terms outlined in our agreement.

According to [specific clause] of our contract, [provide details about the clause]. This indicates that [explain why you believe the termination is unjust]. I have been committed to fulfilling my obligations and have always maintained [mention any accomplishments, adherence to requirements, etc.].

I kindly request a thorough review of this decision and hope to resolve the matter amicably. I would appreciate the opportunity to discuss this further and find a resolution that is fair for both parties.

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

Sincerely,

[Your Name]