

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient's Name

Company Name

Company Address

City, State, ZIP Code

Subject: Contesting Termination Decision

Dear [Recipient's Name],

I am writing to formally contest the decision regarding my termination from [Company Name] on [date of termination]. I believe this decision was made without a full consideration of the facts and circumstances involved.

In particular, I would like to highlight [briefly explain reasons for contesting the termination, e.g., lack of proper procedure, unjustified reasons, etc.]. I have always strived to maintain a high standard of work and to contribute positively to the team.

I kindly request a review of my case and a meeting to discuss this matter further. I am hopeful for a reconsideration of the decision and am willing to provide any additional information or context needed.

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

Sincerely,

[Your Name]