

Dispute Regarding Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally dispute the termination notice dated [Insert Date of Termination Notice] that I received regarding my employment with [Company Name]. After reviewing the circumstances surrounding the termination, I believe that this action is unwarranted and not in alignment with the terms of my employment.

Specifically, I would like to address the following points:

- [Point 1: Reference specific reasons or incidents]
- [Point 2: Explain why the termination is unjustified]
- [Point 3: Include any relevant company policy or contract terms]

Given the above, I kindly request a meeting to discuss this matter further and to explore any potential resolutions. I believe we can come to a mutual understanding that respects both parties' interests.

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

Sincerely,

[Your Name]