

Formal Appeal Against Job Dismissal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal against the decision of my dismissal from [Company Name] on [Date of Dismissal]. I believe the decision was unjust and wish to provide my perspective on the matter.

Upon my termination, I was informed that the reason for my dismissal was [specific reason]. However, I believe that there were mitigating circumstances that were not taken into account, including [briefly outline your arguments or circumstances].

Moreover, I have always strived to meet the expectations of my role and have received [mention any positive feedback, awards, or commendations] during my tenure at the company.

I kindly request a review of my case and the opportunity to present my side of the situation. I am hopeful for a fair reconsideration of my dismissal.

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

Sincerely,

[Your Name]