

Rebuttal to Termination Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally rebut the termination action taken against me on [Insert Date of Termination]. I believe this decision was made based on [briefly state the reasons provided for your termination].

Throughout my employment, I have consistently [mention your positive contributions, achievements, or relevant experiences]. I believe that these contributions and my commitment to [Company Name] merit reconsideration of the termination decision.

I respectfully request a meeting to discuss this matter further, as I believe we can reach a resolution that reflects my dedication and value to the organization.

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

Sincerely,

[Your Name]