

Request for Reconsideration of Termination

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a reconsideration of my termination from [Company's Name] on [Termination Date]. I believe that there are aspects of my situation that warrant further discussion and review.

Throughout my time at [Company's Name], I strived to contribute positively to the team and uphold the values of the organization. [Briefly explain reasons for termination and your perspective or mitigating circumstances.]

I kindly ask for the opportunity to discuss this matter further. I am hopeful that we can reach a resolution that acknowledges my contributions and allows me to continue with [Company's Name].

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

Sincerely,

[Your Name]