

Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Unfair Dismissal

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding my recent dismissal from [Company's Name], which I believe to be unfair and unjustified.

On [Date of Dismissal], I was informed of my termination, with the reason stated as [Reason for Dismissal]. I feel that this decision was made without a proper investigation or consideration of my work performance and contributions to the team.

As an employee of [Duration of Employment], I have consistently met the expectations set forth in my role, and my performance reviews have reflected positively on my work. I believe that there has been a misunderstanding or miscommunication that has led to this decision.

I kindly request that you conduct a thorough review of my case and reconsider the decision to dismiss me. I believe that a fair process should be followed to resolve this matter.

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

Sincerely,

[Your Name]