

Appeal for Termination Due to Unauthorized Absence

[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 appeal my termination dated [termination date] regarding my unauthorized absence from work. I acknowledge my absence and understand the company's policies regarding attendance.

During the period of my absence, I faced [briefly explain the reason for your absence, e.g., a medical emergency, family issue, etc.]. I was unable to notify the company promptly due to [explain any extenuating circumstances].

I have always valued my position at [Company's Name] and have maintained a satisfactory record throughout my employment. I kindly request you to reconsider my termination, as I am committed to rectifying my situation and following all company policies moving forward.

Thank you for considering my appeal. I am looking forward to your positive response.

Sincerely,

[Your Name]