

Formal Complaint Regarding Unjust Dismissal

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

Dear [Recipient's Name],

I am writing to formally express my complaint regarding my recent dismissal from [Company's Name] on [Date of Dismissal]. I believe that my termination was unjust and not in accordance with the company's policies.

Explain your position, your employment duration, and the context of your dismissal. Include any relevant details such as performance reviews, conversations with management, or instances of discrimination if applicable.

I kindly request a thorough review of my case and a reconsideration of this decision. I believe that I was a valuable member of the team and that this dismissal does not reflect my contributions and performance during my tenure.

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

Sincerely,
[Your Name]