

Appeal Letter for Terminated Employment

Subject: Formal Appeal of Employment Termination - [Your Name], Employee ID: [ID]

Dear [HR Director/Appeals Board],

I am writing to formally appeal my termination from [Company Name], effective [date], as stated in the termination letter I received on [date]. I believe my dismissal was unjust and request a thorough review of the circumstances leading to this decision.

I was terminated for [stated reason]. However, I contest this decision on the following grounds:

First, [explain why the reason is unfounded, provide evidence, cite company policy, etc.]. The allegations do not accurately reflect the events that occurred. [Provide your version of events with specific dates, witnesses, and documentation].

Second, I believe the proper procedures outlined in the employee handbook were not followed.

According to [cite specific policy], [explain what should have happened vs. what actually happened].

I was not given [opportunity for improvement plan, proper warning, fair investigation, etc.].

Throughout my [duration] employment with [Company Name], I have consistently [list achievements, positive performance reviews, contributions]. My personnel file demonstrates [evidence of good standing].

I have attached documentation supporting my appeal, including [list: emails, performance reviews, witness statements, company policy excerpts, etc.].

I respectfully request that my termination be reversed and that I be reinstated to my position.

Alternatively, I am open to discussing other resolutions that acknowledge the merits of my appeal.

I request a meeting to discuss this matter further and look forward to your response within [reasonable timeframe].

Sincerely,

[Your Name]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/appeal-letter>