

Polite letter requesting reconsideration of termination

Subject: Request for Reconsideration of Termination

Dear [Manager/HR Name],

I am writing in response to the termination letter dated [Date]. I respectfully request reconsideration of this decision based on [brief reason: performance, circumstances, misunderstanding, etc.].

I am willing to provide additional information or meet to discuss this matter further. I value my position at [Company Name] and sincerely hope for an opportunity to continue contributing.

Thank you for reviewing my request.

Kind regards,

[Your Name]

[Employee ID]

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