

Professional letter requesting further explanation on termination

Subject: Request for Clarification on Termination

Dear [HR/Manager Name],

I am writing in response to the termination letter dated [Date]. I would like to request further clarification regarding the reasons and circumstances leading to this decision.

Understanding these details will assist me in the transition and ensure that all obligations are properly fulfilled. I appreciate your time and attention.

Sincerely,

[Your Name]

[Employee ID]

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