

## Initial step before legal action

Subject: Preliminary Notice of Unfair Dismissal

Dear [HR Manager/Employer],

I am writing to formally notify you of my belief that my termination on [Date] was unfair. Before taking any further action, I would like to resolve this matter internally.

Please provide a written explanation for the dismissal, along with any supporting documentation, within [timeframe].

Sincerely,

[Your Name]

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