

Subject: Appeal for Review of Termination Decision

Dear [Manager's Name/HR Department],

I hope this message finds you well. I am writing to formally appeal the decision regarding my recent termination from [Company's Name], communicated on [Date of Termination Notification]. I believe that there are important factors that may not have been fully considered in the decision-making process, and I respectfully request a review of my case. First and foremost, I genuinely value my time with [Company's Name] and have always strived to contribute positively and uphold the company's standards. I understand that my termination was based on [Reason for Termination], and I would like to provide further context and clarification that may have been overlooked.

[Here, briefly elaborate on reasons or circumstances from your perspective. Maintain a respectful and concise tone.]

I am eager for the opportunity to discuss this matter in more detail and address any concerns that led to this decision. My goal is to ensure that the process is both fair and transparent, fostering mutual understanding. Thank you for considering my appeal. I am open to meeting at your earliest convenience to further discuss this matter. Please let me know how best to proceed.

Warm regards,

[Your Full Name]

[Your Contact Information]

[Your Employee ID, if applicable]