

Subject: Appeal Against Work Termination

Dear [Manager's Name/HR Department],

I am writing to formally appeal my recent work termination dated [Termination Date]. I believe this decision may have been reached without the full context of my performance and contributions, and I would like to provide additional information for reconsideration.

Throughout my tenure at [Company Name], I have consistently met or exceeded my performance targets, as reflected in my regular assessments and feedback from my supervisors. Specifically, in the past quarter, I successfully managed [specific project or task], resulting in a [specific metric, e.g., 15% increase in efficiency]. Additionally, I have always adhered to company policies and maintained good relationships with my colleagues.

I understand the decision may have been based on [specific reason, if known]. However, I would like to clarify that [provide factual evidence or context that contradicts or mitigates the reason given]. Furthermore, I am eager to address any areas of concern and am open to discussing potential solutions or improvements needed.

I kindly request a meeting to review these details and discuss a possible path forward. I am committed to contributing positively to the company and would appreciate the opportunity to resolve this matter amicably. Thank you for considering my appeal. I look forward to your response.

Sincerely,

[Your Full Name]

[Your Position]

[Contact Information]