To

[The Recipient Name]  
[Designation]  
[Company Name]  
[Address]

Respected [NAME],

I received my termination letter yesterday, 14th July 20XX. My dismissal has come as a shock to me since there is no valid reason for firing me from my job. I request the HR department to reconsider my termination.

The reason provided to me by my supervisor for my dismissal is inappropriate behavior at work. This is a completely unfair allegation since I have always adopted a professional attitude with my superiors as well as coworkers. I have also always abided by the company’s rules and policies. There has never been an unpleasant incident reported against me. I, therefore, appeal for a reversal of your decision to terminate me unless my supervisor can provide proof of his claim regarding my inappropriate behavior.

I expect the management to make a fair decision. I await your quick response.

[Your Name]  
[Designation]

[DATE]