Employee’s Full Name  
Employee’s Full Address  
City, State, Zip Code

00/00/00 [Date]

Employer’s Full Name  
Company’s Full Name  
Company’s Full Address

Dear ABC, [Name of Employer]

Subject: Displaying concerns about my wrongful dismissal on 00/00/00 [Date].

I am subjected to great unrest after the termination letter I received from you. The reason for this prompt dismissal is unknown to me and I am quite shocked.

I have been a very productive employee of this company [company’s name] since [the commencement date] for performing my duties as a [designation]. My supervisors have always been appreciative of me for my professional decorum and commitment to the company’s motto. My colleagues can also testify to my well behaved and optimistic personality.

I feel I have been fired summarily for some kind of a misunderstanding or I am linked with a hypothetical incident. As per the decorum of my contract and company’s handbook, I am entitled to one hearing and I would like to use that. I have enclosed all the relevant documents [appointment letter, contract, official commendations, and salary invoices] for proof.

I hope you will respond to my letter within 30-days of this letter’s date. My contact information is 000-000-000 and [Email].

Sincerely,

Employee’s signature

Employee’s printed name

List of Enclosures

Copy to supervisors (if applicable)