

Name of Employee  
Address of Employee  
City, State, Zip Code

DATE

Name of Employer  
Name of Company  
Address of Company

Dear Name of Employer:

This letter raises a formal grievance concerning the termination of my employment on DATE.

The terms of my employment agreement, a copy of which is enclosed, detail that I must receive three warnings of infractions before being terminated. In the case at hand, I was dismissed without receiving any warnings.

On DATE, I was sitting at my desk at the company's main office at ADDRESS. I was working on the monthly productivity reports when my supervisor, NAME, stopped by my desk. NAME informed me that I was needed at a meeting in the conference room. When I entered the conference room, I was confronted by NAME and NAME who informed me that I was no longer employed with EMPLOYER.

For the past LENGTH OF EMPLOYMENT I have been employed by EMPLOYER. In that time I have never received a negative performance evaluation, nor am I aware of any dispute in which I could have been involved. I am enclosing a copy of my most recent performance evaluation, which contains nothing but positive feedback.

The reasons for my termination remain unknown to me. As stated in the enclosed employment agreement I am entitled to know the reason behind my termination. Moreover, the agreement promises a hearing involving my supervisors and other representatives from EMPLOYER.

I respectfully request that this hearing take place as soon as possible. I will expect a reply to this letter within the next 30 days. Should I not receive a suitable reply, I will be forced to consider other legal remedies that may be at my disposal.

Sincerely,

Signature of Employee  
Printed Name of Employee  
List of Enclosures  
Copy to supervisor (if applicable)