Christina Doctor

100 Broadway Lane

New Parkland, CA, 91010

example-email@example.com

RE: Termination Appeal

Dear Mr. Monk,

I know you have been waiting to hear from us about this matter. Unfortunately, we have reviewed your termination appeal and have ultimately decided to reject it.

This letter is to formally announce your termination with us as of the original date when your access codes were blocked. The fact is this decision is not based on any sales performance as you alluded to in your appeal. As you know by now, on July 17 of this year one of our surveillance cameras captured you and another employee leaving the building with computer monitors from the stock room. This is the type of offense that will not be tolerated under any circumstances.

In a few days, you will be receiving prepaid packaging. Use it to return you’re ID, access pass, company tablet, any and all corporate account cards, and any other corporate property. We will also give you 15 days to return the company property before we turn the video tape over to the authorities. If you complete these acts, we will see that your final paycheck as well as any vacation and personal day pay is overnighter to the address we have on record.

If you have any questions about any of this, contact Human Resources and speak with Michael Kendall, ext. 8769.

Respectfully,

Christina Doctor