**Dear XY** (ADDRESS TO THE HIGHEST LEVEL OF MANAGEMENT YOU HAVE ACCESS TO)

I am writing this letter to lodge a formal grievance regarding my discharge on DATE.

The provisions of my work contract state that i have to receive at least 2 official notices of infractions prior to getting discharged. However, I found myself terminated without having obtained any infraction notices whatsoever. A copy of my contract has been attached.

On DATE after arriving at the company’s main office at ADDRESS in the morning, I was asked by my supervisor, NAME, to immediately go to his office. I entered his office to receive my letter of immediate termination.

I have been working at EMPLOYER for the past LENGTH OF EMPLOYMENT, during which time I have not been given an unfavorable performance review, nor have I had any irreconcilable disagreements with any of my supervisors or colleagues. Please find copies of my last 4 performance reviews, dating back X YEARS.

The sudden termination of my employment status constitutes a breach of my employment contract. I am requesting an official hearing between my supervisor and his manager, to find out

I respectfully request a reply to my grievance letter by MONTH 1st. I will be compelled to think about alternative legal solutions, should I not receive a written reply by that time.

**Sincerely yours**,  
Signature  
Printed name

**Attachments**:

* employment contract
* 4 performance reviews
* letter of termination