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Sample responses to appeal letters

The samples below cover three possible outcomes for an employee appealing termination of employment. Keep in mind that these samples provide suggested approaches, and the specifics might differ depending on local laws.

Granting the appeal

[Date]

[Recipient Full Name]

[Address]

Dear [Recipient],

I received your letter dated [date] appealing the termination of your employment with [company name]. I'm pleased to report that I have decided to grant your appeal and reinstate your employment should you wish to rejoin the team.

In reviewing your appeal letter with our Human Resources department and my colleagues on the management team, we found that your appeal was meritorious on the following grounds:

[Specify any company policies that you found weren't properly applied in the course of terminating employment. For example, if the employee was fired for disciplinary reasons but not given adequate opportunity to defend themselves against claims made by fellow employees, that might be cause to review the decision.]

The team at [company name] appreciates your work and commitment and would be delighted to welcome you back. I look forward to receiving word from you at your earliest opportunity as to whether you can accept reinstatement. Thank you for reaching out and providing the opportunity to review this decision.

Sincerely,

[Manager Name and Signature]



[Company Logo Delete or Replace]

Undertaking further investigation

[Date]

[Recipient Full Name]

[Address]

Dear [Recipient],

I received your letter dated [date] appealing the termination of your employment with [company name]. On review of your stated grievances, I have decided that there is cause to investigate the matter further and would appreciate your participation in that process.

My review of your appeal letter found that there is cause for further investigation on the following points:

[Specify the reasons for your decision. If reviewing the case with HR and your colleagues raised any doubt about any of the employee's points of grievance—one reason might be a feeling on the employee's part that their termination may have been influenced by bias on account of disability, gender, race, religion or their belonging to any other category protected by company policy or labor law — those doubts should be addressed in an investigation and reconciliation process. This may also be a case where your company could look into hiring a mediator.]

I want to resolve this issue as quickly and fairly as possible. I would like to arrange a meeting at your earliest convenience to begin this process. You're entitled to have [legal/union] representation present at this meeting. Please let me know at your earliest convenience what dates or times would work best for you, and thank you for bringing this to my attention.

Sincerely,

[Manager Name and Signature]



[Company Logo Delete or Replace]

Denying the appeal

[Date]

[Recipient Full Name]

[Address]

Dear [Recipient],

I received your letter dated [date] appealing the termination of your employment with [company name]. I would like to thank you for all your hard work with our team and for reaching out to express your concerns and grievances.

Upon review of your stated grievances, I haven't found sufficient cause to reverse the termination of your employment.

[Cite relevant company policies here and why you are affirming that they were correctly applied.]

This represents [company name]'s final position on the matter. Thank you for taking the time to write, and I wish you all the best in your future endeavors.

Sincerely,

[Manager Name and Signature]

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