To

[The Recipient Name]

Subject:  Grievance to doctor for wrongful termination

Respected Dr.  ABC,

I am writing this letter to complain about my wrongful termination on 20th October 20XX. According to my employment contract, I have to receive the notice two weeks before my termination. However, I did not receive any notice from the hospital before I was terminated. I am attaching my employment contract with this letter.

On 20th October, I was asked to visit the office of the supervisor. When I entered the room, I was handed the immediate termination letter from the supervisor.

I have been working in the same hospital for more than 5 years. In these 5 years, I never got any negative reviews about my work performance. I never had any unpleasant incident at the workplace with any of my colleagues and patients. I am shocked to learn that I have been terminated from my job without even letting me know the reason.

I am stating here that this sudden termination of mine has constituted an infraction of my employment contract with the hospital which is completely unlawful and does not comply with the policies of the hospital. I would like to ask you respectfully to write a reply to my grievance letter. I will be left with no option but to take legal action if you don’t take any action against this kind of infraction. You can contact me any time for any further information.

With regards,

Name of the employee

Signatures:

Date: