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| Appeal Letter Format for Unemployment |

August 15, 20XX
Alison K. Martin
111 Elm Street
Sacramento, CA 00001
555-555-5555
[email]
SSN 123-45-6789
Case #111111
To:
Mr. Tom Cash, Representative
Employment Development Department
State of California
P.O. Box 1234567
Sacramento, CA 00001
RE: Appeal for Unemployment Benefits
Dear Mr. Cash,
My name is Alison K. Martin and I am appealing the decision of the Employment Development Department’s hearing officer, Edward Giles, on July 31, 2013. I believe that the EDD unfairly denied my unemployment benefits and I wish to appeal the decision.
I was relieved of my duties as a paralegal with the XYZ Law Firm on June 15, 2013. The office administrator, Ms. Angela Zimmerman, stated that due to the firm losing a large client, there was no longer sufficient work for me and that my position was being eliminated, effective immediately. I packed my personal affects and left the firm that day. I was given a check for the 2 weeks’ vacation that I had not yet taken as I was leaving the building.
The following week a former co-worker, Mary Grace, also a paralegal, called me and informed me that Ms. Zimmerman had just hired one of the law partner’s nieces to work as a paralegal. The newly hired individual sat at my former desk and began taking over the duties that I had been performing only a week before. Clearly there was enough work for me, but my dismissal was due to a case of nepotism. Ms. Grace is willing to testify in a hearing regarding these events. I would appreciate it if you would reconsider the denial of my unemployment benefits as soon as possible. Thank you for your time and consideration.
Cordially,
Alison Martin
Alison K. Martin