Dear Mr. Beckets,

Sir, I write to you because I would like to send my sincere prayer to consider my appeal from your decision to dismiss me. I know that you have made your decision but I would like you to consider my record and length of time serving you and your company with utmost dedication.

I appeal from the bottom of my heart. I know that I made a mistake in coming to our office under the influence of liquor but this is just my first offence in your company. I really feel that what I have done is against the ethical guidelines of an employee in a company but I do believe the punishment is too harsh for the offense done. I am serving your company for twenty years now and during those years, my record shows that I made no infractions. I came to my office under the influence of liquor believing it is better instead of being absent.

I hope this will merit your attention. Thank you.

Sincerely yours,

Mr. Frank Hopkins