

Breach of Contract Notification

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to formally notify you of a breach of your employment contract dated [Insert Date of Contract]. This breach pertains to [specify the nature of the breach, e.g., failure to adhere to work schedule, incomplete performance of duties, etc.].

As outlined in Section [insert section number] of your contract, we expected [insert expected conduct or performance]. However, it has come to our attention that [provide details of the breach].

We urge you to address this issue promptly. Failure to do so may result in further action, including [insert potential consequences, e.g., disciplinary action, termination].

Please review your employment contract and respond to this notification by [insert response deadline]. Your cooperation in resolving this matter is essential.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]