

# Letter of Acknowledgment of Employment Contract Breach

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to formally acknowledge the breach of your employment contract dated [Insert Date of Employment Contract]. Specifically, we have noted the following breach(es):

- [Specify breach 1]
- [Specify breach 2]
- [Specify breach 3]

As stated in your contract, this breach may result in disciplinary action, including but not limited to [Insert possible consequences, e.g., termination or suspension]. We would like to discuss this matter further in a meeting scheduled for [Insert Date and Time].

We encourage you to address this situation promptly.

Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]