

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Title]

[Employee's Company]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Discussion Regarding Employment Terms Violation

I hope this message finds you well. I am writing to address a matter concerning your adherence to the employment terms outlined in your contract dated [Insert Date]. It has come to my attention that there may have been deviations from these terms, specifically regarding [briefly specify the terms in violation].

We would like to schedule a meeting to discuss this issue further and explore possible resolutions. Please let me know your availability for a discussion in the coming days.

Your cooperation in addressing this matter is greatly appreciated, and we hope to resolve this issue promptly.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]