

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my complaint regarding a breach of my employment contract dated [date of contract]. Despite my adherence to the terms outlined in the agreement, I have encountered issues that I believe warrant your immediate attention.

The specifics of the breach include [describe the breach in detail, including dates and relevant clauses of the contract]. This situation has caused [explain the impact of the breach on your employment or well-being].

I kindly request that this issue be addressed promptly. I believe a resolution could be reached through [propose a resolution, such as a meeting or specific action]. I would appreciate your response by [set a reasonable deadline].

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

Sincerely,
[Your Name]