

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to Allegation of Employment Agreement Violation

I am writing to formally respond to the claim regarding a violation of my employment agreement dated [Insert Date]. It has come to my attention that [briefly describe the nature of the violation claim or issue].

After reviewing the details, I would like to outline my position as follows:

- [Point 1 - explanation of your perspective]
- [Point 2 - relevant evidence or mitigating factors]
- [Point 3 - any supporting documents or witnesses]

I believe it is essential to address this matter with open communication and in adherence to the terms of the employment agreement. I am confident that we can resolve this issue amicably.

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

Sincerely,

[Your Name]