

Contract Breach 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 Contract Date]. It has come to our attention that [Describe the specific breach, e.g., failure to comply with attendance policy, unauthorized absence, etc.].

As per the terms outlined in your contract, specifically [Refer to the relevant clause], this breach is a serious matter. We request that you take immediate action to rectify this situation by [State the required actions].

Please consider this letter as a formal warning. Failure to address this issue may result in further disciplinary actions, up to and including termination of your employment.

We expect your prompt attention to this matter and request a meeting to discuss this further. Please confirm your availability by [Insert Deadline].

Thank you for your immediate attention to this serious issue.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]