

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my complaint regarding the breach of my employment contract dated [Start Date of Employment]. As per the agreement, [briefly specify the terms that have been breached, e.g., salary payments, work hours, job responsibilities].

Despite my attempts to resolve this matter verbally on [dates of previous discussions], there has been no satisfactory response or action taken to remedy the situation.

As a dedicated employee, I have consistently [mention positive contributions or performance related to the company], and I believe it is crucial to address this issue promptly to maintain a productive working relationship.

I request a meeting at your earliest convenience to discuss this matter further. I look forward to your prompt response regarding my complaint and a resolution to the issues raised.

Thank you for your attention to this matter.

Sincerely,

[Your Name]