

[Date]

[Employer Name]

[Employer Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT AND FORMAL DEMAND FOR UNPAID BONUS

Dear [Name of Contact Person or Board of Directors],

This letter serves as a formal demand for payment of earned but unpaid executive bonuses due to me under the terms of my Employment Agreement dated [Date of Contract].

Pursuant to Section [Section Number] of my contract, I am entitled to a bonus in the amount of \$[Amount] for the performance period ending [Date]. This bonus was earned based on the following criteria defined in the agreement: [Briefly list criteria, e.g., company EBITDA targets, individual KPIs, or completion of term].

To date, the company has failed to disburse these funds, which constitutes a material breach of our written agreement. Under [State] labor laws and contract law, these earned bonuses are considered wages/compensation and must be paid in full.

I demand that the full amount of \$[Amount] be paid to me within [Number, e.g., 10] business days from the date of this letter. Please confirm receipt of this notice and provide written confirmation that the payment is being processed.

I hope to resolve this matter amicably and avoid formal legal proceedings. However, if payment is not received by the deadline stated above, I will be forced to pursue all available legal remedies, including but not limited to filing a claim for breach of contract, seeking liquidated damages, and recovery of attorney's fees where applicable.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]