

Date: [Insert Date]

To:

[Name of Contact Person/HR Manager]

[Company Name]

[Company Address]

RE: FORMAL DEMAND FOR BREACH OF CONTRACT - FAILURE TO PROVIDE BENEFITS

Dear [Recipient Name],

I am writing this formal letter to notify [Company Name] that it is currently in breach of the employment agreement dated [Insert Date of Contract].

Under the terms of our signed agreement, specifically Section [Insert Section Number, e.g., 4.2], the company committed to providing the following benefits:

- [Description of Benefit 1, e.g., Health Insurance coverage starting on Date]
- [Description of Benefit 2, e.g., 401k Matching contributions]
- [Description of Benefit 3, e.g., Accrued Paid Time Off]

As of today's date, these benefits have not been provided, nor have I been compensated for their value. This failure constitutes a material breach of our contract.

I demand that the company takes the following actions to remedy this breach immediately:

1. Activate/provide the missing benefits as stipulated in the contract.
2. Provide retroactive compensation or reimbursement for the period during which these benefits were withheld.

Please provide written confirmation by [Insert Deadline Date, e.g., 10 business days from now] that these benefits have been reinstated or that steps are being taken to rectify this matter. Failure to address this breach may result in further legal action to enforce the terms of my contract and recover damages.

I hope to resolve this matter amicably and promptly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID, if applicable]

[Your Phone Number]