

Sent via Certified Mail - Return Receipt Requested

[Date]

[Employer Name]

[Employer Address]

[City, State, Zip Code]

RE: Notice of Breach of Employment Contract and Claim for Constructive Discharge

Dear [Name of Supervisor or HR Representative],

Please accept this letter as formal notice that I am resigning from my position as [Job Title] at [Company Name], effective [Last Date of Work]. My resignation is a direct result of intolerable working conditions that constitute a constructive discharge and a material breach of my employment contract dated [Date of Contract].

Under the terms of our agreement, specifically Section(s) [Insert Section Numbers], the company committed to [List specific contractual obligations, e.g., salary, duties, or professional environment]. However, the company has breached these terms by:

- [Detail specific action 1, e.g., unilateral reduction in pay]
- [Detail specific action 2, e.g., hostile work environment or harassment]
- [Detail specific action 3, e.g., demotion without cause]

I have previously attempted to resolve these issues on [Dates of previous complaints/meetings], yet no corrective action was taken. These conditions became so severe that a reasonable person in my position would feel compelled to resign.

Due to this breach of contract and constructive discharge, I am demanding the following as per my contractual rights and applicable law:

1. Payment of all earned but unpaid wages through my final day.
2. Severance pay in the amount of [Amount], as stipulated in [Section] of my contract.
3. Compensation for accrued but unused vacation/PTO time.
4. [Optional: Specific damages or request for a release of non-compete].

I expect to receive a written response regarding the payment of these sums and the resolution of this matter by [Date/Deadline]. Please be advised that I reserve all legal rights to pursue further action through the Department of Labor or civil litigation should we fail to reach an amicable resolution.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]