

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

[Date]

[Employer Name]
[Recipient Name/Title]
[Company Address]

RE: NOTICE OF BREACH OF CONTRACT AND DEMAND FOR REMEDY

Dear [Recipient Name],

This letter serves as formal notice regarding the termination of my employment with [Company Name], effective [Date of Termination]. After reviewing my employment agreement dated [Date Contract was Signed], I am writing to formally state that this termination constitutes a breach of our legally binding contract.

Under the terms of our agreement, specifically Section [Section Number] regarding [Duration of Employment/Termination Clauses], my employment was guaranteed until [Contract End Date] or required [Notice Period, e.g., 30 days] notice prior to termination. My dismissal on [Date] was unjustified and failed to adhere to these contractual obligations because [Briefly state reason, e.g., there was no "just cause" as defined in the contract or the required notice was not provided].

As a result of this breach, I have suffered financial damages including, but not limited to, loss of salary, benefits, and [Other specific losses].

To resolve this matter without pursuing formal legal action, I demand the following:

- Payment of outstanding salary for the remainder of the contract term: \$[Amount]
- Payment in lieu of notice: \$[Amount]
- Compensation for accrued benefits/bonuses: \$[Amount]
- [Any other specific demand]

Please provide a written response to this demand by [Date, e.g., 10 business days from now]. If I do not receive a satisfactory response or the payment requested by this date, I will be forced to pursue further legal remedies, including filing a formal claim for breach of contract and seeking recovery of attorney fees and legal costs.

I hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]