

Date: [Insert Date]

TO: [Name of Managing Partner or HR Director]

Firm Name: [Insert Law Firm Name]

Address: [Insert Firm Address]

RE: Notice of Formal Dispute Regarding Employment Contract

Dear [Insert Name],

I am writing to formally notify [Law Firm Name] of a dispute regarding my employment contract dated [Insert Date of Contract].

Specifically, the dispute relates to the following provision(s):

- [Insert Clause, e.g., Compensation/Bonus Structure]
- [Insert Clause, e.g., Non-Compete/Restrictive Covenants]
- [Insert Clause, e.g., Notice Period or Termination Rights]

Description of Dispute:

[Provide a brief, factual description of the disagreement or breach. For example: The firm has failed to pay the agreed-upon origination bonus for the Q3 period.]

Proposed Resolution:

[State what you want to happen. For example: I request a corrected payment of \$X,XXX by the next payroll cycle.]

I value my professional relationship with the firm and would prefer to resolve this matter amicably and internally. I suggest we meet on [Insert Date/Time] to discuss this issue further. Please let me know your availability by [Insert Deadline Date].

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]