

Official Breach of Employment Agreement Letter

Subject: Breach of Employment Agreement

Dear [Employee's Name],

It has come to our notice that you have breached the employment agreement signed on [Agreement Date] by engaging in [describe action, e.g., conflict of interest, violation of confidentiality, or absence without notice]. This conduct is in direct violation of the terms of your contract.

You are hereby instructed to provide a written explanation within [number of days] of receiving this letter. Further non-compliance may result in disciplinary actions, including possible termination of employment, as provided under the agreement.

We expect your immediate cooperation in resolving this matter.

Sincerely,

[Your Name]

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