

Professional Grievance Message for Breach of Contract

Subject: Formal Grievance - Breach of Employment Contract

Dear [HR Department/Appropriate Authority],

I am writing to file a formal grievance against my manager, [Manager's Name], regarding multiple breaches of my employment contract and agreed-upon terms of employment.

My employment contract, dated [date], specifies the following terms that have been violated:

- Work hours: [contracted hours] vs. [actual required hours without compensation]
- Job responsibilities: [contracted duties] vs. [additional uncompensated duties assigned]
- Reporting structure: [contracted arrangement] vs. [actual arrangement]
- [Other relevant contractual terms that have been breached]

Despite repeated verbal requests to honor my contractual terms, [Manager's Name] has continued to require me to [work excessive hours/perform duties outside my role/other violations]. This has occurred on the following occasions: [list specific dates and circumstances].

I have copies of my original employment contract, email correspondence requesting adherence to contract terms, and records of [hours worked/tasks performed/other relevant documentation].

These breaches have resulted in [impact on work-life balance/financial loss/career development issues/other consequences].

I am seeking:

- Immediate compliance with my contractual terms
- Compensation for [overtime worked/additional responsibilities undertaken]
- A formal acknowledgment that my contract will be respected going forward
- A meeting to discuss how to prevent future violations

Please investigate this matter and respond within [reasonable timeframe] with a proposed resolution.

Regards,

[Your Name]

[Position]

[Date]

[Employee Number]

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