

# Breach of Contract Notice Form - Employment Agreements

This **breach of contract notice form** sample is designed specifically for employment agreements, ensuring clear communication when contractual obligations are not met. It provides a structured format to formally notify employees or employers about the breach and outline necessary corrective actions. Using this template helps maintain professionalism and legal compliance in workplace disputes.

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## Notice Details

Date of Notice:

To (Recipient's Name):

Recipient's Address:

From (Sender's Name):

Sender's Address:

## Subject: Notice of Breach of Employment Agreement

Dear [Recipient's Name],

This letter serves as formal notice that you have breached one or more terms of the Employment Agreement dated [Agreement Date].

**Details of Breach:**  
[Describe the specific clause(s) breached and the nature of the breach]

**Required Corrective Actions:**  
[List the actions required to remedy the breach and the deadline]

Please consider this as an opportunity to address and rectify the above-mentioned breach(es) by [Corrective Action Deadline]. Failure to do so may result in further disciplinary action, up to and including termination of employment and/or legal action.

If you have any questions regarding this notice or the required steps for resolution, please contact [Sender's Name or HR Contact] immediately.

Sincerely,  
[Sender's Name]  
[Sender's Title]

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## Disclaimer:

This is a sample template provided for informational purposes and does not constitute legal advice. For specific situations, consult an employment lawyer.