Megan R. Lowe

123 Main Street

Anytown, CA 12345

CERTIFIED MAIL

Mr. Arthur Arms

564 Rainbow Place

Someplace, CA 76886

February 15, 2013

Dear Mr. Arms,

I am writing to inform you of a breach of your employment contract and request a meeting take action pertaining to this incident. Active participation in our community is a valuable part of this company’s mission statement, and, as such, we expect all of our employees to contribute to a certain number of community service events every quarter. You have breached this portion of your contract, signed on December 14, 2012 and stating that you would be present at a minimum of five community service events before February 10, 2013.

According to our records, you attended only three community service events: the first on December 18, 2012 with the Red Cross, the second on December 23, 2012 with Toys for Tots, and the third on January 15, 2013 with World Vision.

We would like to request a meeting in order to discuss this breach of contract. Please notify me as soon as possible if you will not be able to attend a meeting on February 26, 2013 at 456 Crossroads Street at 4:00 p.m. If you will be unable to make that appointment, we can arrange a different time, although a meeting is required by March 3,, 2013 in order to avoid further disciplinary action. You may contact me between the hours of 9 a.m. and 5 p.m. Monday through Friday at (765) 345-7654.

Sincerely,

Catherine L. Rowe

Attachments Enclosed