Your Name

Title

Company Name

Street Address City, ST ZIP Code

Date

Subject: **Notice of legal action for breach of contract**

Dear Ms. Elizabeth,

I am writing to discuss my case regarding payment of final pay cheque. I resigned from the position of \_\_\_\_\_\_\_\_ with one month notice on July 29, 20xx. My resignation was accepted unconditionally. As per the organization policies, I obtained a clearance certificate and returned all property of the organization. However, when I went to claim my pay cheque, it was not ready, and I was asked to collect at a later date. Since then, I have made several visits to the accounts department, however, I still haven’t received my cheque.

Having fulfilled all legal obligations and given adequate time, I have now decided to take legal action against your company for breach of contract. You shall receive a legal notice from my lawyer within this week.

I hoped it would not come to this, but the organization’s failure to fulfill the terms of the contract has left me with no choice but to take legal action.

Sincerely,

Samuel Davidson