

**Sample – Breach of Employment Contract (Statutory law employee)**

Date

**REGISTERED MAIL**

Ms  
Singapore 730510

Dear Ms

**Breach of Employment Contract**

We regret to note that you have failed to report to work since 5 June 2007. We were not able to contact you despite calling you at home and on your mobile phone.

According to section 13(2) of the Employment Act, you shall be deemed to have broken your contract of service as you have been continuously absent from work for more than two (2) days without prior leave. In addition, you did not inform the Company to justify your absence.

We wish to put forth that by virtue of your continued absence from 5 June till 16 June 2007 and that you have not informed us of your absence, you have breached your contract of service.

In view of the above, you shall also be required to pay the company one month's salary in-lieu of notice, that is, you have not served the termination notice.

Your last day of service with the company shall be 18 June 2007 as this letter is deemed to be delivered to your known address as of the same date.

Please do return your uniform, employee card, etc, and complete the attached clearance form. Once you have completed your clearance, whatever salary, if any, due to you shall be paid to you accordingly.

Thank you.

Yours faithfully

Human Resource Manager