

OFFICIAL WARNING LETTER

To: _____

Address: _____

Subject:

Official Warning Regarding Breach of Contract and Required Rectification

Dear Sir/Madam,

This letter serves as a formal warning pursuant to the terms of the agreement between you and the undersigned. It has come to our attention that you have breached the contractual obligations as outlined in the aforementioned agreement. The breaches identified include, but are not limited to, failures to perform the duties and responsibilities explicitly stated therein.

You are hereby required to remedy the breaches immediately and to comply fully with the contractual terms. Failure to rectify the breaches within the stipulated timeframe may result in further action, including but not limited to termination of the contract and/or legal proceedings to enforce compliance and seek damages.

Please be advised that this warning is issued without prejudice to any rights or remedies the undersigned may have under Australian law, including but not limited to the Competition and Consumer Act 2010 (Cth), the Fair Trading Acts of relevant states and territories, and common law principles. All rights are expressly reserved.

Should you have any questions or require clarification regarding this matter, please contact the undersigned promptly to discuss a resolution.

Details of Breach:

Please provide a detailed description of the breach(es) here.

Required Rectification:

Please specify the actions required to remedy the breach(es).

This letter is intended to document our concerns and seek your immediate attention to resolve the issues. We trust that you will treat this matter with the seriousness it deserves and look forward to your prompt compliance.

ISSUER'S SIGNATURE

RECIPIENT'S ACKNOWLEDGEMENT

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

Position: _____

Date: _____

Date: _____

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