

Date: [Insert Date]

To: [Recipient Name]
[Recipient Company Name]
[Recipient Address]

Subject: FIRST WARNING NOTICE: Unauthorized Subcontracting

Dear [Recipient Name],

This letter serves as a formal warning regarding a breach of the contract agreement dated [Insert Contract Date] between [Your Company Name] and [Recipient Company Name].

It has come to our attention that your company has subcontracted the following tasks/services to a third party without obtaining prior written consent from us:
[Insert Brief Description of Unauthorized Work]

According to Section [Insert Section Number] of our agreement, subcontracting any portion of the contracted work is strictly prohibited unless authorized in writing by [Your Company Name]. This unauthorized action constitutes a material breach of our professional agreement.

Required Actions:

- Immediately cease all unauthorized subcontracting activities related to our project.
- Provide a full disclosure of the third party involved and the scope of work they have performed to date.
- Confirm in writing by [Insert Deadline Date] that all future work will be performed exclusively by your authorized personnel.

Please be advised that failure to rectify this situation or any further instances of unauthorized subcontracting may result in immediate contract termination, legal action, or the withholding of payments.

We value our partnership and expect immediate compliance with the terms of our agreement. Please contact [Name of Contact Person] at [Phone Number/Email] to discuss this matter further.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Your Company Name]