

URGENT: CEASE AND DESIST

Date: [Date]

To: [Former Employee Name]
[Former Employee Address]

Via: [Certified Mail / Email / Hand Delivery]

RE: Breach of Restrictive Covenants and Employment Obligations

Dear [Former Employee Name],

It has come to the attention of [Name of Bank/Financial Institution] (the "Bank") that you are currently in violation of the restrictive covenants contained within your Employment Agreement dated [Date of Agreement].

As a former [Job Title], you were privy to highly sensitive trade secrets, proprietary financial models, and confidential client lists. Specifically, we have evidence suggesting that you have engaged in the following prohibited activities:

- [Description of breach: e.g., Soliciting current Bank clients to move to a competitor]
- [Description of breach: e.g., Recruiting former colleagues or subordinates]
- [Description of breach: e.g., Misappropriating confidential internal financial data]

These actions constitute a direct breach of your contractual obligations regarding:

1. Non-Solicitation of Clients
2. Non-Solicitation of Employees
3. Confidentiality and Trade Secrets
4. [Optional: Non-Compete restrictions]

DEMAND IS HEREBY MADE that you immediately cease and desist from any further contact with the Bank's clients and employees, and that you return all proprietary information in your possession by [Deadline Date].

Furthermore, we demand that you provide written assurance by [Deadline Date] that you have destroyed or returned all confidential materials and that you will henceforth abide by the terms of your post-employment restrictions.

Failure to comply with this demand will leave the Bank with no alternative but to pursue all available legal remedies, including seeking injunctive relief and monetary damages in [Jurisdiction/Court].

Govern yourself accordingly.

Sincerely,

[Name of Sender]

[Title]

[Name of Bank]

CC: [Legal Counsel Name]