

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Former Employee Name]
[Former Employee Address]
[City, State, Zip Code]

**RE: CEASE AND DESIST - VIOLATION OF NON-COMPETE AND
CONFIDENTIALITY AGREEMENT**

Dear [Former Employee Name],

It has come to the attention of [Name of Financial Institution] that your current employment or business activities with [New Employer/Business Name] are in direct violation of the Restrictive Covenant Agreement you signed on [Date of Agreement].

Specifically, your agreement includes the following enforceable provisions:

- **Non-Competition:** Prohibiting you from engaging in similar financial services within [Number] miles of our locations for a period of [Number] months.
- **Non-Solicitation:** Prohibiting the solicitation of [Name of Institution] clients, accounts, or employees.
- **Confidentiality:** Prohibiting the use of trade secrets, client lists, investment strategies, or proprietary financial data.

We have evidence suggesting that you have [describe violation, e.g., contacted specific clients or accessed proprietary databases]. This conduct causes immediate and irreparable harm to our business interests and client relationships.

DEMAND IS HEREBY MADE THAT YOU:

1. Immediately cease and desist from all competitive activities prohibited by your agreement.
2. Immediately cease all contact with any clients or employees of [Name of Financial Institution].
3. Return all company property, electronic files, and confidential client data by [Date].
4. Provide written confirmation by [Date] that you have complied with these demands.

Failure to comply with this notice will leave [Name of Financial Institution] with no choice but to pursue formal legal action, including seeking injunctive relief, monetary damages, and recovery of attorney fees.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title, e.g., General Counsel / HR Director]

[Name of Financial Institution]

CC: [New Employer Name - Optional]