

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

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

RE: CEASE AND DESIST - VIOLATION OF POST-EMPLOYMENT AGREEMENT

Dear [Former Employee Name],

This letter serves as a formal demand that you immediately cease and desist from any and all activities that violate the restrictive covenants set forth in your Employment Agreement with [Company Name], dated [Date Agreement was Signed].

It has come to our attention that you have engaged in the following prohibited actions:

- [Describe violation: e.g., Solicitation of clients including (Client Name)]
- [Describe violation: e.g., Misuse of proprietary trade secrets or client lists]
- [Describe violation: e.g., Employment with a direct competitor in violation of non-compete clause]

These actions constitute a direct breach of your contractual obligations regarding [Non-Solicitation / Non-Competition / Confidentiality]. These provisions were designed to protect [Company Name]'s legitimate business interests and proprietary client relationships.

DEMAND IS HEREBY MADE THAT YOU:

1. Immediately cease all further contact with any clients or employees of [Company Name].
2. Return all company property, including physical or electronic client files, contact lists, and financial records.
3. Provide written confirmation by [Deadline Date] that you have complied with these demands and will honor your remaining post-employment obligations.

Failure to comply with this notice will leave [Company Name] with no choice but to pursue all available legal remedies, including seeking injunctive relief, monetary damages, and recovery of attorney's fees. We have preserved all evidence of your recent activities for potential litigation.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title]
[Company Name]

CC: [Name of New Employer's Legal Counsel, if applicable]