

**SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

Date: [Insert Date]

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

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

Dear [Name of Former Employee],

It has come to the attention of [Name of Bank/Financial Institution] that your current employment or business activities with [Name of Competing Entity] are in direct violation of the Non-Compete and Confidentiality Agreement you signed on [Date Agreement was Signed].

Specifically, your employment contract contains the following restrictive covenants:

- **Non-Competition:** Agreement to refrain from engaging in banking or financial services within [Geographic Radius] for a period of [Duration].
- **Non-Solicitation:** Agreement to refrain from soliciting clients, customers, or employees of [Name of Bank].
- **Confidentiality:** Agreement to protect trade secrets, lending processes, and proprietary client data.

We have evidence suggesting that you have [describe specific violation, e.g., contacted former clients or accepted a role in the same territory]. This conduct constitutes a material breach of your legal obligations.

**DEMAND IS HEREBY MADE THAT YOU:**

1. Immediately cease and desist from any further competitive activities as defined in your agreement.
2. Immediately cease all solicitation of [Name of Bank]'s clients or employees.
3. Return any and all proprietary information, client lists, or bank property still in your possession.
4. Provide written confirmation by [Deadline Date] that you will comply with these demands.

Failure to comply with this notice will leave [Name of Bank] with no choice but to pursue formal legal action, including seeking injunctive relief and monetary damages for loss of business.

Please govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Your Title]

[Name of Bank]

[Contact Information]

cc: [Name of New Employer's Legal Department]