

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: CEASE AND DESIST - BREACH OF NON-COMPETE AND NON-SOLICITATION AGREEMENT

Dear [Recipient Name],

This letter is formal notice that you are in material breach of the Employment Agreement signed on [Date of Agreement] between you and [Name of Private Bank].

Specifically, your recent activities involving [Description of Violation, e.g., joining a direct competitor / soliciting private banking clients / utilizing proprietary trade secrets] constitute a direct violation of the following restrictive covenants:

- **Non-Competition:** Your agreement prohibits you from engaging in private banking services within [Geographic Area/Scope] for a period of [Time Period] following your departure.
- **Non-Solicitation of Clients:** You are strictly prohibited from contacting, soliciting, or providing services to any clients of [Name of Private Bank] who were under your care or known to you during your tenure.
- **Confidentiality:** You are prohibited from using or disclosing proprietary investment strategies, client lists, or financial data belonging to the Bank.

We have received evidence that you have [Specific details of the breach, e.g., contacted Mr. Smith regarding his portfolio]. Such actions cause irreparable harm to our business interests and client relationships.

DEMAND IS HEREBY MADE THAT YOU:

1. Immediately cease and desist from further solicitation of our clients.
2. Immediately terminate your employment or consulting relationship with [Competitor Name], if applicable.
3. Provide written confirmation by [Deadline Date] that you have complied with these demands and will honor your contractual obligations.

Failure to comply with this notice will leave [Name of Private Bank] with no choice but to initiate formal legal proceedings against you. This may include seeking injunctive relief, monetary damages, and the recovery of legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Title, e.g., General Counsel or Managing Director]

[Name of Private Bank]