

**VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

Date: [Insert Date]

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

**RE: CEASE AND DESIST - UNAUTHORIZED USE OF CONFIDENTIAL FINANCIAL  
AUDIT DATA**

Dear [Former Employee Name],

It has come to the attention of [Name of Bank] (the "Bank") that you are currently engaged in the unauthorized commercialization, distribution, or use of confidential financial audits and proprietary data acquired during your employment with the Bank.

Your actions constitute a direct violation of the Confidentiality Agreement and the Employment Contract you signed on [Date of Hire/Agreement]. Specifically, these documents prohibit the disclosure or commercial use of non-public financial records, audit methodologies, and sensitive client information after your termination of employment.

Furthermore, your conduct may violate state and federal laws regarding trade secrets and fiduciary duties. The financial audits in question are the exclusive property of the Bank and contain highly sensitive information protected by banking privacy regulations.

**IMMEDIATE DEMANDS:**

- Immediately cease and desist from all sales, marketing, or distribution of any materials derived from the Bank's financial audits.
- Provide written confirmation by [Date] that you have deleted or destroyed all electronic and physical copies of the audits in your possession.
- Account for and return all profits gained through the unauthorized commercialization of this data.
- Identify all third parties to whom this confidential information has been disclosed.

Failure to comply with these demands by [Time] on [Date] will leave the Bank with no alternative but to seek formal legal remedies. This may include filing a lawsuit for injunctive relief, monetary damages, and recovery of legal fees.

This letter is formal notice. We strongly advise you to consult with legal counsel and govern yourself accordingly.

Sincerely,

[Signature]

[Name of Bank Representative/Legal Counsel]

[Title]

[Name of Bank]