

[Employer Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

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

RE: Acknowledgment of Cease and Desist Request

Dear [Employee Name],

We are writing to formally acknowledge receipt of your "Cease and Desist" communication dated [Date of original letter], in which you requested that [Company Name] and its representatives refrain from contacting you.

Please be advised that we have received your request and have notified the relevant departments and management personnel. We will honor your request to limit communication, effective immediately, subject to the following conditions:

- Communication will only occur if required by law or government regulation.
- Communication will only occur regarding essential administrative matters, such as tax documentation (W-2s), benefits information, or legal proceedings.
- Any necessary communication will be conducted via [Method, e.g., USPS Certified Mail or through your designated legal counsel].

If you have designated a legal representative to handle all future correspondence, please provide their contact information in writing if you have not already done so.

Sincerely,

[Signature]

[Name of Sender]
[Title/Position]
[Company Name]