

[Your Name]
[Your Job Title]
[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]

Subject: Acknowledgment of Cease and Desist Communication

Dear [Recipient Name],

I am writing to formally acknowledge receipt of your correspondence dated [Date of Letter], in which you requested that I cease and desist [description of specific behavior or communication mentioned in the letter].

I have received and reviewed the details of your request. Please be advised that I intend to comply with this request immediately. Moving forward, I will restrict my communication with you to [professional matters only / direct work tasks / no contact], as per the guidelines provided.

If there are specific work-related projects that require our collaboration, I will ensure all interactions remain strictly professional and occur through official company channels.

Thank you for bringing your concerns to my attention. I am committed to maintaining a professional environment.

Sincerely,

[Your Signature]
[Your Printed Name]

cc: [Human Resources Department / Supervisor Name]