

[Your Name]
[Your Title/Department]
[Company Name]
[Date]

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

RE: Acknowledgment of Cease and Desist Notice regarding [Name of Employee/Matter]

Dear [Recipient Name],

This letter serves as formal acknowledgment that [Company Name] received your Cease and Desist notice dated [Date of original notice].

We have reviewed your request regarding workplace outreach and contact. Please be advised that we have instructed our staff and representatives to cease all direct communication with [Name of Individual] at their place of employment, effective immediately.

All future correspondence regarding this matter should be directed to:

[Name of Point of Contact]
[Title]
[Email Address]
[Phone Number]

We consider this matter regarding workplace contact resolved. Please contact the individual listed above if you have any further questions.

Sincerely,

[Your Signature]
[Your Printed Name]