

**Date:** [Insert Date]

**TO:** [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: FINAL NOTICE - BREACH OF CONFIDENTIALITY AND TRADE SECRET AGREEMENT**

Dear [Recipient Name],

This letter serves as a formal final notice regarding your breach of the [Name of Agreement, e.g., Non-Disclosure Agreement] signed on [Date of Agreement].

The company has gathered evidence confirming that you have engaged in the unauthorized disclosure and/or use of proprietary trade secrets, specifically: [Briefly describe the breached information, e.g., client lists, software code, or manufacturing processes].

Your actions constitute a direct violation of your contractual obligations and a breach of [Applicable Law, e.g., the Defend Trade Secrets Act or State Law]. This conduct has caused, and continues to cause, irreparable harm to [Company Name].

**DEMAND FOR IMMEDIATE ACTION:**

- Immediately cease and desist from all further use, disclosure, or dissemination of any company trade secrets.
- Return all physical and electronic copies of confidential materials in your possession by [Insert Deadline Date/Time].
- Provide written certification that you have deleted all digital copies of such information from your personal devices and cloud storage.
- Disclose the identities of all third parties to whom you have provided this confidential information.

Failure to comply with these demands by [Insert Deadline] will result in immediate legal action. [Company Name] is prepared to seek all available remedies, including injunctive relief, monetary damages, and the recovery of attorney's fees and costs.

Govern yourself accordingly.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]