

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: FINAL NOTICE - UNAUTHORIZED RELEASE OF CONFIDENTIAL TRADE SECRETS

Dear [Recipient Name],

This letter serves as a formal and final notice regarding your unauthorized disclosure and use of [Company Name]'s proprietary trade secrets and confidential information. Specifically, it has come to our attention that you have released the following information: [Description of specific trade secrets/data leaked].

Your actions constitute a direct violation of the [Name of Agreement, e.g., Non-Disclosure Agreement or Employment Contract] signed on [Date], as well as applicable state and federal trade secret laws, including the Defend Trade Secrets Act.

DEMAND FOR IMMEDIATE ACTION:

To avoid further legal proceedings, [Company Name] demands that you perform the following by [Deadline Date/Time]:

- Immediately cease and desist all further use, disclosure, or distribution of the aforementioned trade secrets.
- Provide written confirmation that all physical and electronic copies of the confidential information have been returned or destroyed.
- Identify all parties to whom you have disclosed this information.

Failure to comply with these demands by the specified deadline will leave [Company Name] with no choice but to initiate formal legal action. This may include seeking injunctive relief, monetary damages, attorney's fees, and any other remedies available under the law.

This letter is sent without prejudice to [Company Name]'s rights and remedies, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title]
[Company Name]