

[Your Name]  
[Your Job Title]  
[Your Employee ID Number, if applicable]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Title/Role]  
[Company Name]  
[Company Address]

**RE: CEASE AND DESIST WORKPLACE RETALIATION**

Dear [Recipient Name],

This letter serves as a formal demand for you to immediately cease and desist all retaliatory actions against me. Under federal and state labor laws, it is illegal for an employer to retaliate against an employee for engaging in protected activities.

I recently engaged in a protected activity on [Date of protected activity], specifically: [Describe the activity, e.g., filing a complaint, reporting harassment, or participating in an investigation].

Since that time, I have been subjected to the following retaliatory actions: [List specific actions, e.g., demotion, reduction in hours, hostile work environment, unfair disciplinary actions, or exclusion from meetings].

These actions appear to be directly linked to my protected activity and have created an adverse work environment. I request that all such behavior stop immediately and that no further negative actions be taken against my employment status, compensation, or work conditions.

I intend to keep a record of all interactions and incidents moving forward. If the retaliation does not stop immediately, I will be forced to pursue further legal action, including filing a formal complaint with the Equal Employment Opportunity Commission (EEOC) or the appropriate state labor department.

Please acknowledge receipt of this letter in writing and confirm the steps that will be taken to ensure a professional and retaliation-free environment.

Sincerely,

[Your Signature]

[Your Printed Name]