

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Former Employee Name]

[Former Employee Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF EMPLOYMENT CONTRACT AND CEASE AND DESIST

Dear [Former Employee Name],

It has come to our attention that you are currently engaged in activities that constitute a direct breach of the Employment Contract you signed with [Company Name] on [Date Agreement was Signed].

Specifically, Section [Section Number] of your agreement contains a non-compete covenant. Under this provision, you agreed that for a period of [Duration] following your departure, you would not [briefly describe restricted activity, e.g., work for a competitor, solicit clients, or start a competing business] within [Geographic Area].

We have evidence indicating that you have violated this agreement by [Description of the violation, e.g., accepting employment with Company X / soliciting Client Y].

DEMAND IS HEREBY MADE that you immediately:

- Cease and desist from any further competitive activities as defined in your contract;
- Terminate your current employment or business relationship with [Competitor Name];
- Provide written confirmation by [Deadline Date] that you have complied with these demands.

Failure to rectify this breach by the date mentioned above will leave [Company Name] no choice but to pursue formal legal action. This may include seeking injunctive relief to prevent further violations and pursuing monetary damages for losses incurred due to your breach of contract.

Please be guided accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

cc: [Competitor Company Name, if applicable]