

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE TO CEASE AND DESIST AND DEMAND FOR REMEDY FOR BREACH OF CONFIDENTIALITY AGREEMENT

Dear [Recipient Name],

It has come to our attention that you have breached the confidentiality obligations set forth in your Employment Contract dated [Date Contract Was Signed]. Specifically, you have violated the [Name of Section, e.g., Proprietary Information/Confidentiality] clause.

Description of Breach:

The specific actions constituting this breach include: [Provide detailed description of the unauthorized disclosure or use of information].

As a result of this unauthorized disclosure, [Your Company Name] has suffered, and continues to suffer, irreparable harm and financial damages. This conduct is a direct violation of your legal obligations to the company.

Formal Demand:

We hereby demand that you immediately:

- Cease and desist from any further disclosure or use of confidential information.
- Return all company property, documents, and electronic files containing confidential information by [Date].
- Provide a written list of all parties to whom you have disclosed this information.
- Pay the sum of \$[Amount] as liquidated damages/reimbursement for losses incurred due to this breach by [Date].

Failure to comply with these demands by [Deadline Date] will result in [Your Company Name] taking immediate legal action to protect its interests. This may include seeking an injunction, compensatory damages, and recovery of legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]