

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

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

Dear [Recipient Name],

It has come to our attention that you are currently engaging in the solicitation of clients belonging to [Company Name], in direct violation of the employment agreement you signed on [Date Agreement was Signed].

Specifically, Section [Section Number/Clause Name] of your contract, titled "[Title of Non-Solicitation Clause]," explicitly prohibits you from contacting, soliciting, or providing services to any clients of [Company Name] for a period of [Number] months/years following your departure from the company.

We have evidence indicating that you have contacted the following clients: [List Names of Clients]. This conduct constitutes a material breach of your contractual obligations and is causing irreparable harm to our business interests.

DEMAND IS HEREBY MADE THAT YOU:

- Immediately cease and desist from any further solicitation of [Company Name]'s clients.
- Provide written assurance by [Date] that you will comply with your post-employment obligations.
- Return or destroy any confidential client lists or proprietary data in your possession.

Failure to comply with this demand by the date specified above will leave [Company Name] with no choice but to pursue all available legal remedies. This may include seeking injunctive relief, filing a lawsuit for monetary damages, and recovery of legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]