

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

[Date]

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

RE: FORMAL DEMAND - BREACH OF CONTRACT AND THEFT OF INTELLECTUAL PROPERTY

Dear [Recipient Name],

This letter serves as a formal demand regarding your breach of the Employment Contract signed on [Date of Contract] and your unauthorized misappropriation of [Company Name]'s intellectual property.

It has come to our attention that you have engaged in the following actions:
[Specifically describe the theft/breach, e.g., downloading proprietary software, taking client lists, or sharing trade secrets].

These actions constitute a direct violation of Section(s) [Insert Section Numbers] of your Employment Contract, which covers Confidentiality, Non-Disclosure, and Ownership of Work Product. Specifically, all intellectual property created or accessed during your employment remains the sole property of [Company Name].

To resolve this matter without immediate legal action, we demand that you:

- Immediately cease and desist from using, sharing, or profiting from any of [Company Name]'s intellectual property.
- Return all company property, including physical devices, digital files, and copies of proprietary data, by [Deadline Date].
- Provide written certification that you have deleted all digital copies of the stolen intellectual property from your personal devices and cloud storage.
- Provide a full accounting of any third parties to whom you have disclosed this information.

Failure to comply with these demands by [Deadline Date] will leave us with no choice but to pursue all available legal remedies. This includes, but is not limited to, filing a lawsuit for breach of contract, conversion, and theft of trade secrets to seek injunctive relief and monetary damages.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]