

[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: NOTICE TO CEASE AND DESIST: Breach of Non-Compete Agreement

Dear [Recipient Name],

It has come to our attention that you are currently engaged in business activities that directly violate the Non-Compete Clause contained within the [Name of Agreement, e.g., Employment Contract/Purchase Agreement] signed by you on [Date Agreement was Signed].

Specifically, Section [Section Number] of the Agreement states that you are prohibited from [Briefly describe the restriction, e.g., soliciting clients/working for a competitor] within [Geographic Area] for a period of [Duration].

We have evidence indicating that you have breached this agreement by:
[Provide brief details of the breach, e.g., accepting employment with Company X / soliciting Client Y].

This letter constitutes formal notice that you must immediately:

- Cease and desist all activities that compete with [Your Company Name];
- Provide written confirmation by [Deadline Date] that you have terminated your relationship with the competing entity;
- Return all proprietary information and company property in your possession.

Failure to comply with this demand by the date specified above will leave [Your Company Name] with no choice but to pursue formal legal action to protect its interests. This may include seeking injunctive relief, monetary damages, and recovery of legal fees.

We strongly advise you to consult with legal counsel and provide a formal response to this letter immediately.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]