

URGENT LEGAL MATTER: CEASE AND DESIST DEMAND

Date: [Date]

To: [Former Employee Name]
[Former Employee Address]
[City, State, Zip Code]

Re: Notice of Breach of Non-Disclosure Agreement and Misappropriation of Trade Secrets

Dear [Former Employee Name],

This letter is formal notice that [Company Name] ("the Company") has reason to believe you have violated your contractual and legal obligations regarding the Company's confidential information and trade secrets.

During your employment, you signed a Non-Disclosure Agreement (NDA) dated [Date]. Under this agreement, you established a fiduciary duty to protect proprietary information, including but not limited to [list specific categories, e.g., client lists, software code, marketing strategies, or pricing data].

It has come to our attention that you have [describe unauthorized activity, e.g., downloaded files to a personal drive / shared data with a competitor / retained physical documents] without authorization. Such actions constitute a direct breach of your NDA and a violation of the Defend Trade Secrets Act (DTSA) and applicable state laws.

[Company Name] hereby demands that you immediately:

1. Cease and desist from any further use, disclosure, or distribution of the Company's trade secrets and confidential information.
2. Identify all third parties to whom you have disclosed any Company information.
3. Return all original files, devices, and physical materials belonging to the Company.
4. Submit all personal electronic devices and cloud storage accounts for forensic imaging to ensure all proprietary data has been permanently deleted.
5. Provide written certification by [Deadline Date] that you are in full compliance with these demands.

Failure to comply with these demands by the close of business on [Deadline Date] will force the Company to take immediate legal action. This may include seeking injunctive relief, monetary damages, attorney fees, and reporting this matter to relevant authorities.

Please be advised that you are also instructed to preserve all evidence, including emails, text messages, and computer logs, related to your activities following your departure from the Company.

Governing law shall apply, and we reserve all rights and remedies available under law and equity.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]