

URGENT: CEASE AND DESIST / FORMAL DEMAND

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

Via: [Certified Mail / Process Server / Email]

RE: Notice of Breach of Non-Disclosure Agreement and Demand to Cease Commercial Espionage

Dear [Recipient Name],

It has come to the attention of [Your Company Name] ("the Company") that you are in direct violation of the Non-Disclosure Agreement (NDA) signed on [Date of Agreement]. Specifically, our investigation indicates that you have engaged in unauthorized access, acquisition, and/or disclosure of our trade secrets and proprietary commercial information.

The Breach:

You have performed the following prohibited actions: [Briefly describe the breach, e.g., downloading client lists, sharing manufacturing processes, or transferring sensitive data to a competitor].

Legal Violations:

Your actions constitute a material breach of contract, a violation of the Defend Trade Secrets Act (DTSA), and [State Relevant Local Law, e.g., the Uniform Trade Secrets Act]. Furthermore, these actions qualify as commercial espionage and unfair competition, which carry severe civil and potentially criminal penalties.

Formal Demands:

The Company hereby demands that you immediately:

- Cease and desist all further use, disclosure, or distribution of the Company's confidential information.
- Return all physical and electronic copies of proprietary materials, including backups and derivatives.
- Provide a written inventory of all parties to whom you have disclosed this information.
- Preserve all electronic devices, emails, and cloud storage accounts relevant to this matter for forensic inspection.

Required Response:

You are required to provide written confirmation that you have complied with the demands above by no later than [Insert Date and Time].

Failure to comply with this demand will leave [Your Company Name] with no choice but to initiate formal legal proceedings against you and any third parties involved. We will seek all available remedies, including injunctive relief, compensatory damages, punitive damages, and recovery of legal fees.

This letter is sent without prejudice to the Company's rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]