

SENT VIA [INSERT METHOD: E.G., CERTIFIED MAIL / EMAIL]

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

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

RE: NOTICE OF BREACH OF CONFIDENTIALITY OBLIGATIONS

Dear [Contractor Name],

This letter serves as formal notice that you are in material breach of the confidentiality provisions set forth in the [Title of Agreement, e.g., Independent Contractor Agreement] signed on [Date of Agreement] (the "Agreement").

Specifically, it has come to our attention that you have engaged in the following unauthorized actions:

[Provide a detailed description of the breach, e.g., sharing trade secrets with a competitor, disclosing client lists, or publishing proprietary code].

Under Section [Insert Section Number] of the Agreement, you are legally obligated to maintain the strict confidentiality of all proprietary information. Your disclosure of [Specific Information Disclosed] constitutes a direct violation of your contractual obligations and has caused [or threatens to cause] significant harm to our business operations and competitive standing.

Demand for Immediate Action:

To mitigate further damages, we hereby demand that you perform the following actions by [Insert Deadline Date]:

- Immediately cease and desist from any further disclosure or use of proprietary information.
- Identify all parties to whom the confidential information was disclosed.
- Return or destroy all copies of confidential materials currently in your possession.
- Provide written certification that you have complied with these demands.

Please be advised that [Company Name] reserves all rights to pursue legal remedies, including but not limited to, seeking injunctive relief, monetary damages, and recovery of legal fees as permitted under the Agreement and applicable law.

We expect a formal response acknowledging your compliance with these demands no later than [Insert Time, e.g., 5:00 PM] on [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]