

**SENT VIA [CERTIFIED MAIL / EMAIL]**

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Company Name]  
[Company Address]

**RE: NOTICE TO CEASE AND DESIST, DEMAND FOR RETRACTION, AND SETTLEMENT OFFER**

Dear [Recipient Name],

I am writing to you regarding false and defamatory statements made by [Name of Person who made statements] on behalf of [Company Name] regarding my professional conduct and character. Specifically, on [Date], the following false statements were communicated to [Name of Third Party or Public Platform]:

"[Insert exact quote or description of the defamatory statement]"

These statements are demonstrably false. [Briefly state the truth/facts]. As a direct result of these statements, I have suffered significant harm, including [loss of employment opportunities, damage to professional reputation, and emotional distress].

Under applicable law, these actions constitute defamation per se. This letter serves as formal notice that you must immediately cease and desist from making further defamatory statements about me.

To resolve this matter without formal litigation, I demand the following actions be taken within [Number] business days:

1. A formal, written retraction and apology sent to all parties who received the original defamatory communication.
2. A signed agreement to refrain from making any further disparaging or false statements regarding my employment.
3. Payment in the amount of \$[Amount] as a settlement for the damages caused to my reputation and livelihood.

If these demands are not met by [Deadline Date], I am prepared to pursue all available legal remedies, including filing a lawsuit for defamation, seeking compensatory and punitive damages, and recovery of legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]