

**VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

Date: [Insert Date]

To: [Insert Departing Partner Name]

[Insert Address]

[Insert City, State, Zip Code]

**RE: CEASE AND DESIST - MISAPPROPRIATION OF TRADE SECRETS**

Dear [Insert Name],

This letter is formal notice that [Insert Company Name] (the "Company") has reason to believe you have taken, retained, or disclosed proprietary trade secrets and confidential information belonging to the Company following your departure on [Insert Date].

As a former partner, you are bound by fiduciary duties and the [Insert Agreement Name, e.g., Partnership Agreement] dated [Insert Date], which prohibits the unauthorized use or disclosure of trade secrets, including but not limited to: [List specific items, e.g., customer lists, pricing strategies, proprietary software, or internal processes].

It has come to our attention that you are currently [Describe the violation, e.g., soliciting Company clients using confidential data or sharing proprietary methods with a competitor]. This conduct constitutes a breach of contract and a violation of the Defend Trade Secrets Act (DTSA) and applicable state laws.

**DEMAND IS HEREBY MADE THAT YOU IMMEDIATELY:**

- Cease and desist from any further use, disclosure, or distribution of the Company's trade secrets and confidential information.
- Return all Company property, digital files, and hard-copy documents in your possession immediately.
- Provide written confirmation by [Insert Deadline Date] that you have complied with these demands and deleted all electronic copies of such information.

Failure to comply with this notice will leave the Company with no choice but to pursue all available legal remedies, including seeking injunctive relief, monetary damages, and recovery of attorney 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/Role]  
[Company Name]