

[Date]

[Former Associate Name]

[Address]

[City, State, Zip Code]

Re: Unauthorized Removal of Client Files and Proprietary Information

Dear [Former Associate Name],

It has come to our attention that upon your departure from [Law Firm/Company Name] on [Date], you removed confidential client files, documents, and proprietary information without authorization.

These files are the exclusive property of [Law Firm/Company Name]. Your actions constitute a breach of your [Employment Agreement/Confidentiality Agreement], as well as a violation of professional ethical standards regarding client data protection and trade secrets.

We hereby demand that you:

- Immediately cease using or disclosing any information contained within these files;
- Return all physical files and original documents to our office by [Time] on [Date];
- Permanently delete all electronic copies, downloads, or cloud-based transfers of our data;
- Provide a written inventory of all materials taken and a signed declaration confirming that no copies have been retained.

Please be advised that we are prepared to take all necessary legal actions, including seeking injunctive relief and reporting this matter to the [State Bar/Relevant Licensing Body], to protect our clients' interests and our intellectual property.

We expect your immediate cooperation to resolve this matter without further litigation.

Sincerely,

[Your Name]

[Your Title]

[Law Firm/Company Name]