

[Your Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Title]  
[Competing Law Firm Name]  
[Address]  
[City, State, Zip Code]

## **RE: NOTICE TO CEASE AND DESIST - MISAPPROPRIATION OF TRADE SECRETS**

Dear [Recipient Name],

We are writing to you regarding the recent employment of [Former Employee Name] at your firm, who was previously employed as a [Former Job Title] at [Your Law Firm Name].

It has come to our attention that [Former Employee Name] is in possession of, and has potentially disclosed or utilized, proprietary trade secrets and confidential information belonging to our firm. This information includes, but is not limited to: [Description of trade secrets, e.g., client lists, fee structures, specialized litigation strategies, internal databases, or proprietary software].

Under the Defend Trade Secrets Act (DTSA) and the [State Name] Uniform Trade Secrets Act, it is illegal to acquire, disclose, or use trade secrets obtained through improper means or through a breach of a duty to maintain secrecy. [Former Employee Name] is also bound by a signed [Confidentiality/Non-Disclosure/Employment Agreement] dated [Date], which expressly prohibits the disclosure of such information.

### **We hereby demand that your firm:**

- Immediately cease and desist from using any confidential information or trade secrets belonging to [Your Law Firm Name].
- Identify and return all physical and electronic records, files, or data containing our proprietary information.
- Provide written assurance by [Date] that your firm and [Former Employee Name] will comply with these demands.
- Instruct [Former Employee Name] to refrain from any further use or disclosure of our firm's confidential data.

Please be advised that [Your Law Firm Name] is prepared to take all necessary legal action, including seeking injunctive relief and monetary damages, to protect our intellectual property and business interests.

We expect your prompt cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Partner]