

URGENT: CEASE AND DESIST LEGAL NOTICE

[Date]

[Former Paralegal Name]

[Address]

[City, State, Zip Code]

Re: Violation of Non-Compete and Confidentiality Agreement

Dear [Former Paralegal Name],

It has come to our attention that your current professional activities are in direct violation of the Non-Compete Agreement you signed with [Law Firm Name] on [Date Agreement was Signed].

Specifically, your employment or contractual relationship with [Name of Competing Firm/Entity] violates the following provision(s):

"[Insert specific clause or summary of the non-compete restriction regarding geographic area, time period, or practice area]"

Furthermore, we remind you of your ongoing obligations regarding client confidentiality and the protection of proprietary information. As a former paralegal, you had access to sensitive case files, strategy documents, and client lists. Any use of this information to solicit clients or assist a competitor constitutes a breach of contract and a violation of professional ethics.

Demand is hereby made that you:

- Immediately cease all competitive activities that violate your agreement;
- Terminate your relationship with [Competing Firm/Entity] if it falls within the restricted scope;
- Confirm in writing by [Date/Time] that you have ceased these activities;
- Return any and all firm property or confidential data still in your possession.

Failure to comply with this notice will leave [Law Firm Name] no choice but to pursue all available legal remedies, including seeking an immediate injunction and monetary damages for breach of contract and tortious interference.

Governing yourself accordingly,

[Your Name/Senior Partner Name]

[Law Firm Name]

[Phone Number]

[Email Address]