

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: CEASE AND DESIST - VIOLATION OF NON-COMPETE AGREEMENT**

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the Non-Compete Agreement signed on [Date of Agreement] during your employment as [Job Title] with [Company Name].

According to the terms of the agreement, you agreed to refrain from [List specific restriction, e.g., working for a direct competitor/soliciting clients] for a period of [Duration] within [Geographic Area]. We have become aware that you are currently [Describe the violation, e.g., employed by a competitor/contacting company clients].

Your actions constitute a direct violation of your contractual obligations. Specifically, you are in breach of Section [Section Number] regarding [Specific Clause Title].

**We hereby demand that you:**

- Immediately cease all activities that violate your Non-Compete Agreement;
- Terminate your current [employment/consulting] relationship with [Competitor Name];
- Cease any further contact with [Company Name]'s clients or employees;
- Provide written confirmation by [Deadline Date] that you have complied with these demands.

Failure to comply with this notice will leave [Company Name] with no choice but to pursue formal legal action, which may include seeking injunctive relief and monetary damages for breach of contract.

Please govern yourself accordingly.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]