

Date: [Date]

To: [Name of Recipient]

Position: [Recipient's Job Title]

Company: [Company Name]

RE: FORMAL NOTICE TO CEASE AND DESIST ALL PERSONAL COMMUNICATION

Dear [Recipient Name],

This letter serves as a formal demand that you immediately cease and desist from all personal, non-work-related communication with me. Your recent conduct, including [briefly list specific behaviors, e.g., unwanted text messages, personal emails, or inappropriate comments], is unwelcome and has created an unprofessional environment.

Effective immediately, I am requesting that you adhere to the following boundaries:

- Do not contact me via my personal phone number or personal email address.
- Do not engage in conversations regarding my private life or matters unrelated to our professional duties.
- Limit all communication strictly to necessary business matters via official company channels.

This is my final notice. I prefer to resolve this matter professionally and quietly. However, if you continue to initiate unwanted contact or engage in any form of harassment, I will have no choice but to escalate this matter to Human Resources and senior management to ensure my right to a professional workplace is protected.

Please acknowledge this request by respecting these boundaries immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]