

Date: [Date]

To: [Recipient Name]
[Recipient Job Title]
[Department/Company Name]

**RE: FORMAL NOTICE TO CEASE AND DESIST UNACCEPTABLE
COMMUNICATION**

Dear [Recipient Name],

This letter serves as a formal demand for you to immediately cease and desist from engaging in [harassing/unprofessional/excessive] communication and behavior toward me.

Specifically, your recent actions including [list specific behaviors, dates, or types of messages] are unwelcome, unsolicited, and interfere with my ability to perform my job duties.

I request that you limit your future communication with me strictly to essential, professional matters related to our work. Do not contact me regarding personal topics, and do not use [personal phone/social media/non-work channels] to reach me.

Please be advised that I am documenting all interactions. If this behavior continues, I will be forced to escalate this matter to Human Resources and senior management to ensure a safe and professional work environment.

I trust that this notice will resolve the matter and that no further action will be necessary.

Sincerely,

[Your Name]
[Your Job Title]

CC: [Human Resources Department - Optional]