

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Recipient Name/Entity]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE TO CEASE AND DESIST - UNAUTHORIZED CAMPUS ACCESS

Dear [Recipient Name],

This letter serves as formal notice that you are no longer permitted to enter the corporate campus or any properties owned or leased by [Company Name], located at [Company Address/Multiple Locations].

It has been documented that on [Date(s) of Incident], you accessed the premises without authorization. Specifically, your actions involved: [Describe brief details, e.g., bypassing security, entering restricted zones, or unauthorized loitering].

Your presence on the property constitutes a private trespass. [Company Name] values the safety and security of its employees and assets. Consequently, you are hereby directed to:

- Immediately cease all unauthorized entry onto the property.
- Refrain from contacting company employees on-site.
- Avoid any future attempts to bypass security protocols.

Failure to comply with this demand will result in immediate legal action. We will not hesitate to contact local law enforcement to pursue criminal trespass charges and seek any available civil remedies, including injunctive relief.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Department]

[Company Name]