

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: CEASE AND DESIST - CONFLICT OF INTEREST AND SELF-DEALING

Dear [Recipient Name],

This letter serves as formal notice that it has come to our attention that you are currently engaged in activities that constitute a direct conflict of interest and unlawful self-dealing in relation to your position and fiduciary duties at [Company/Organization Name].

Specifically, our records and investigations indicate the following prohibited actions:

- [Description of specific conflict of interest incident 1]
- [Description of specific act of self-dealing incident 2]
- [Description of use of company assets for personal gain]

These actions are in direct violation of your employment agreement, the company's Code of Ethics, and applicable state and federal laws regarding fiduciary responsibilities. Your conduct undermines the integrity of [Company Name] and has resulted in [mention financial loss or damages, if applicable].

DEMAND IS HEREBY MADE THAT YOU IMMEDIATELY:

1. Cease and desist from all activities that create a conflict of interest with the company;
2. Refrain from using company resources, information, or your professional position for personal enrichment or self-dealing;
3. Provide a full written accounting of all profits or benefits gained through these unauthorized transactions by [Deadline Date];
4. Return any and all company property or funds acquired through these actions.

Failure to comply with this demand by [Date] will leave [Company Name] with no choice but to pursue all available legal remedies. This may include, but is not limited to, immediate termination of your position, a civil lawsuit for breach of fiduciary duty and conversion, and reporting these activities to the appropriate regulatory authorities.

This letter is sent without prejudice to [Company Name]'s rights and remedies, all of which are expressly reserved.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]