

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

RE: CEASE AND DESIST - UNAPPROVED OUTSIDE EMPLOYMENT

Dear [Employee Name],

This letter serves as a formal notice regarding your current outside employment or business activities with [Name of Outside Entity/Practice].

It has come to our attention that you are engaged in unauthorized moonlighting activities. According to the [Company Name] Employee Handbook and your signed Employment Agreement dated [Date], employees are prohibited from engaging in outside practice or employment that has not been formally approved in writing by management.

Specifically, your current activities violate the following policies:

- Conflict of Interest
- Non-Competition Clause
- Outside Employment Policy

Demand to Cease and Desist:

You are hereby instructed to immediately cease and desist all unapproved outside work, consulting, or practice. You must provide written confirmation by [Insert Deadline Date] that you have terminated these activities to remain in compliance with your employment terms.

Failure to comply with this demand or any further violation of company policy will result in disciplinary action, up to and including immediate termination of your employment. [Company Name] also reserves the right to pursue legal remedies if your outside activities have caused harm to the company's interests or breached confidentiality.

Please contact [Name/Department] immediately to discuss this matter or to provide proof of compliance.

Sincerely,

[Your Name]

[Your Title]

[Company Name]