

URGENT: NOTICE OF SUSPECTED BREACH OF CONFIDENTIALITY AND TRADE SECRETS

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[Recipient Email]

Dear [Recipient Name],

This letter serves as a formal advisory regarding a suspected breach of the Confidentiality and Non-Disclosure Agreement signed by you on [Date of Agreement].

The Company has recently become aware of unauthorized [access/disclosure/use] of proprietary information related to [Brief Description of Trade Secret, e.g., Project X Source Code, Client Lists, or Manufacturing Processes]. Preliminary evidence suggests that this information was [Describe Action, e.g., downloaded to a personal drive / shared with a third party].

IMMEDIATE ACTION REQUIRED:

- Cease and desist from all further use, disclosure, or distribution of any Company trade secrets or confidential information.
- Identify and return all physical and digital copies of the proprietary data in your possession.
- Preserve all electronic devices, communication logs, and storage media relevant to your activities during [Time Period]. Do not delete, alter, or wipe any data.
- Provide a written confirmation of compliance with these demands by [Time/Date].

This advisory is issued without prejudice to the Company's rights to pursue further legal remedies, including seeking injunctive relief and monetary damages for any loss or misappropriation of intellectual property.

Failure to respond and comply immediately will result in further legal action.

Sincerely,

[Your Name]
[Your Title]
[Company Name]