

[Sender Name]
[Sender Title]
[Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Address]
[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST: Breach of Non-Compete Agreement

Dear [Recipient Name],

This letter serves as a formal instruction regarding your ongoing breach of the Non-Compete Agreement signed on [Date of Agreement] between you and [Company Name].

It has come to our attention that you are currently engaged in activities that violate the restrictive covenants of your contract, specifically: [Describe specific breach, e.g., working for a competitor, soliciting clients, or starting a competing business].

Under the terms of your agreement, you are prohibited from [List specific restricted activity] for a period of [Duration] within [Geographic Area]. Your current actions constitute a direct violation of these legally binding terms.

You are hereby instructed to:

- Immediately cease and desist all activities that compete with [Company Name].
- Terminate your relationship with [Competitor Name] by [Deadline Date].
- Return any proprietary information or trade secrets belonging to [Company Name].
- Provide written confirmation that you have complied with these instructions by [Deadline Date].

Failure to rectify this breach immediately will leave [Company Name] with no choice but to pursue formal legal action to protect its business interests. This may include seeking injunctive relief, monetary damages, and recovery of legal fees.

Please govern yourself accordingly.

Sincerely,

[Signature]
[Printed Name]
[Company Name]