

[Date]

[Recipient Name]  
[Recipient Title, if applicable]  
[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State ZIP]

**Re: Cease and Desist - Breach of Trade Secret Obligations**

Dear [Recipient Name],

This correspondence serves as a formal demand that you immediately CEASE AND DESIST from any further unauthorized use, disclosure, or dissemination of confidential and proprietary trade secret information belonging to [Your Company Name] ("Company").

It has come to our attention that you have, without Company consent, accessed, utilized, or disclosed certain confidential and proprietary business information in violation of your contractual and legal obligations.

[Describe briefly the nature of the information and the circumstances of the breach, if known.]

Your continued unauthorized use or disclosure of the Company's trade secrets constitutes a breach of the [Agreement Name, e.g., Employment Agreement, NDA], as well as a violation of applicable trade secret laws.

You are hereby directed to:

- Immediately cease and desist all use and disclosure of Company trade secrets;
- Return or destroy all materials or documents containing such information;
- Provide written confirmation within [X] days of receipt of this letter that you are in full compliance with this demand.

Failure to comply may result in the Company taking appropriate legal action without further notice, including but not limited to seeking injunctive relief and damages.

We trust that you will govern yourself accordingly.

Sincerely,

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

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[Signature, if sending hard copy]

