

(Print on letterhead)

(date)

(name)

(organization)

(address)

(city, state, zip)

Dear (first name):

DEMAND TO CEASE AND DESIST

It has come to our attention that materials you worked on while employed by (firm) have been displayed without authorization [and misrepresented] on your website, (URL). While we value the contribution you made when working for us, your use of samples produced by our firm under our name is potentially misleading and damaging to our business.

[Alternative one]

If you wish to continue to display this material as examples of your work, it must be described in the following manner:

Done while an employee of (firm). Was responsible for (brief description of contribution).

Continued misrepresented use of this material on (URL) or otherwise could result in damage to the business of (firm) and consequential legal action.

[Alternative two]

This material must be removed from (URL) immediately, and not used for promotional purposes in any other way.

If this material is not removed immediately from (URL), we will be forced to consider legal action to protect the business interests of (firm) and its clients. This can include but is not limited to seeking compensatory damages.

Please feel free to call if you have questions.

Sincerely,

Principal