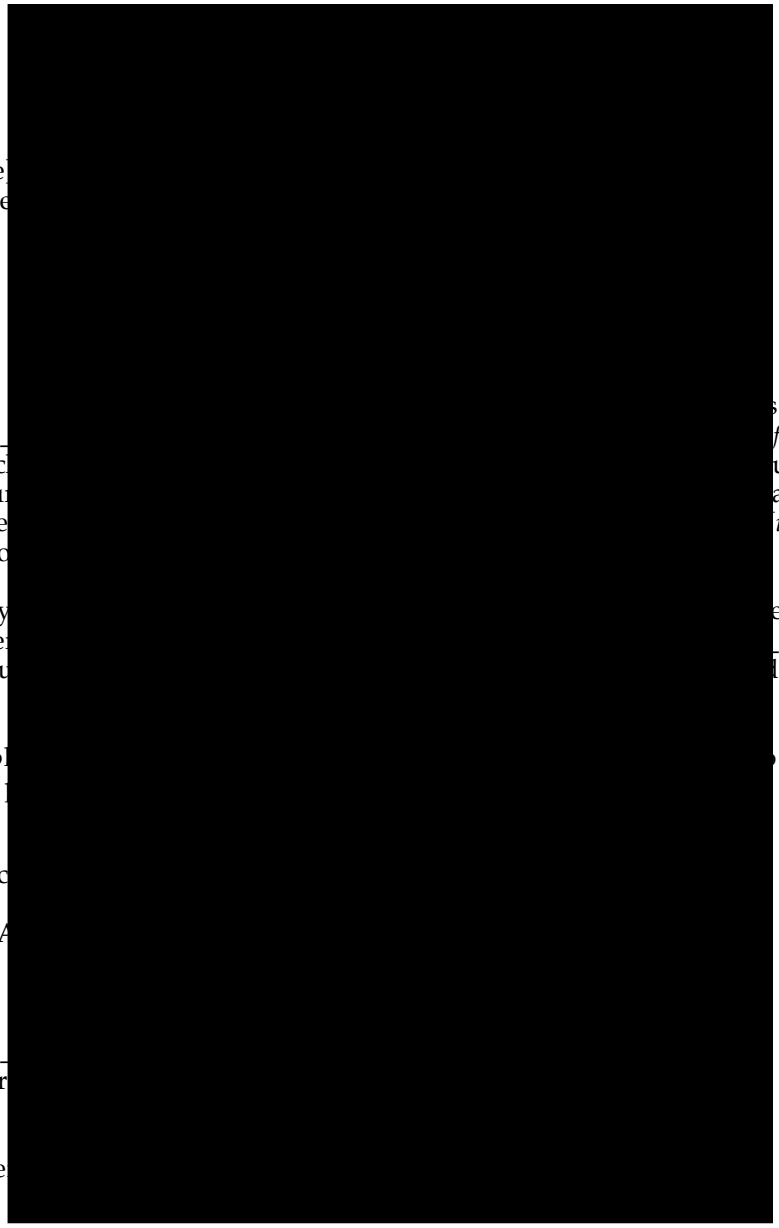
LETTER TO FORMER EMPLOYEE
REGARDING USE OF CONFIDENTIAL INFORMATION



[date of letter]

[Name of employee]
[address of employe

Dear Sir / Madam:

It has come to s with respect to _____ *formation being offered to customers]*. It is c ur business that you gained during you ach of your duty of confidentiality as se *insert date]*, a copy of which is enclosed fo

[Name of Company esist from contacting any of our custome _____ *[insert date]*, with your written u dge of our customers and business.

If you fail to compl immediately seek a court injunction to for damages against you.

Govern yourself acc

[NAME OF COMPA

_____
[signature of author
[Name, Office]
Encl. (1)
cc. [Name of Lawye