

[SENDER NAME]

[Address Line 1] · [City, State ZIP] · [Phone] · [Email]

May 21, 2026

[Recipient Full Name]

[Recipient Address]

[City, State ZIP]

RE: CEASE AND DESIST — WORKPLACE HARASSMENT

Dear [Recipient Full Name],

This letter serves as formal notice that your conduct toward the undersigned constitutes harassment under applicable state and federal law. You are hereby directed to **cease and desist immediately** from all harassing behavior described in this letter.

Description of Harassing Conduct

Beginning on or about [Date], you engaged in a pattern of conduct that includes, but is not limited to, the following:

- Repeatedly making unwanted and offensive comments about the undersigned's [protected characteristic] in the workplace;
- Sending unsolicited emails and messages of a hostile or intimidating nature on [specific dates];
- Engaging in threatening or demeaning behavior in front of colleagues on [specific occasions];
- Creating a hostile work environment in violation of Title VII of the Civil Rights Act of 1964 and applicable state law.

Demand

You are hereby directed to immediately and permanently:

- Stop all verbal, written, and physical conduct of a harassing nature directed at the undersigned;
- Cease all direct and indirect contact with the undersigned outside of required professional interactions;
- Refrain from retaliatory conduct of any kind in response to this notice.

Consequences of Non-Compliance

If you fail to comply with the demands set forth in this letter, the undersigned reserves the right to pursue all available legal remedies, including but not limited to filing a formal complaint with the U.S.

Equal Employment Opportunity Commission (EEOC), initiating a civil lawsuit for damages, and seeking injunctive relief from a court of competent jurisdiction. A copy of this letter has been retained and may be presented as evidence.

This letter is not intended to be a complete statement of facts or a waiver of any rights or remedies, all of which are expressly reserved.

Sincerely,

[Sender Full Name]

[Title / Position, if applicable]

cc: [HR Department / Legal Counsel / File]

DISCLAIMER: This document is a sample template for educational purposes only. It does not constitute legal advice and does not create an attorney-client relationship. Consult a licensed attorney before sending any cease and desist letter.