

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

RE: CEASE AND DESIST NOTICE REGARDING SLANDEROUS STATEMENTS

I am writing to formally request that you cease and desist from making false and slanderous statements about me [or "about my professional character"] within the workplace. It has come to my attention that you have been spreading harmful and untrue remarks about my [insert specific details about the statements, e.g., work performance, integrity, etc.]. These statements are not only false but have the potential to damage my reputation and career.

I demand that you:

1. Immediately stop making any further slanderous statements about me.
2. Retract any and all false statements made to my colleagues and others within the company.

Please consider this letter a formal notice that if you do not cease these activities, I will be compelled to take further action to protect my rights and reputation, which may include seeking legal remedy.

Thank you for your immediate attention to this serious matter. I hope for an amicable resolution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]