

# Letter of Demand for Defamation

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

[Former Employee's Name]  
[Former Employee's Address]  
[City, State, Zip Code]

Dear [Former Employee's Name],

I am writing to formally address the false and defamatory statements you have made regarding [specific allegations]. These statements, made on [date of the statement], are not only untrue but have caused substantial harm to my reputation and the reputation of [Your Company Name].

As you are aware, defamation involves making false statements about someone that can damage their reputation. The allegations you made imply [specific implications], which are completely unfounded. We have evidence to counter these claims, and we take these matters very seriously.

We demand that you cease and desist from making any further false statements about [Your Company Name] and that you retract your previous statements in a public forum by [specific deadline]. Failure to comply will leave us no choice but to pursue legal action against you for defamation.

Please treat this letter as a serious matter. I hope to resolve this situation amicably and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]