# NON-COMPETE LETTER TO EMPLOYEE

Dear {Insert Name}:

I wish to congratulate you on your new position at {Insert Name of New Company}. For the past 5 years, you have been an exceptional and valuable employee to us. However, I do understand that the position you were offered at {Insert Name of New Company} will provide many new opportunities for you.

Upon your departure from {Insert Name of Company}, please remember your obligations under the non-compete agreement you signed on {Insert Date}. During your exit interview, an HR representative will review this information with you.

Once again, congratulations, and I wish you much success.

Sincerely,

{Title}