

Pre-Interview Confidentiality Agreement Email

Subject: Confidentiality Agreement for Interview Discussion

Dear [Candidate Name],

Before proceeding with the next stage of our interview process, we kindly request your acknowledgment of confidentiality. During interviews, you may receive insights about our internal systems, strategies, and projects that must remain private.

By responding to this email with your confirmation, you agree not to disclose or share any information discussed during the interview with third parties.

We appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[HR Department]

[Company Name]

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