

Formal Confidentiality Agreement for Interns

Subject: Confidentiality Agreement for Internship

Dear [Intern Name],

As part of your internship at [Company Name], you may have access to confidential company data, client information, or internal systems. This letter outlines the confidentiality obligations you must adhere to throughout your internship and beyond.

You agree not to share, duplicate, or discuss any confidential information with individuals outside the organization. Any breach of this agreement may result in disciplinary action or termination of your internship.

Please sign and return this letter to confirm your understanding and acceptance of these terms.

Best regards,

[Your Name]

[Position]

[Company Name]

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