

Exit Interview Confidentiality Reminder Letter

Subject: Confidentiality Obligations Upon Departure

Dear [Employee Name],

As you prepare to transition from [Company Name], we want to remind you of your ongoing confidentiality obligations that extend beyond your last day of employment.

The confidentiality agreement you signed on [Date] remains in full effect indefinitely. Even though your employment is ending, you are still legally bound to protect all confidential and proprietary information you accessed during your tenure.

Please remember:

- Do not take any confidential documents, files, or data with you (physical or electronic)
- Delete all company information from personal devices and cloud storage
- Do not share trade secrets, client information, or business strategies with your new employer
- Return all company property, including documents, devices, and access credentials by [Date]
- Refrain from making disparaging statements that could reveal confidential information

Your new employer should not benefit from the confidential knowledge you gained here, and we trust you will honor this obligation. We will be monitoring for any potential breaches and will take appropriate legal action if necessary.

We wish you success in your future endeavors and appreciate your cooperation during this transition.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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