

Employee Confidentiality Agreement Letter

Subject: Confidentiality Agreement

Dear [Employee Name],

As part of your employment with [Company Name], you will have access to confidential and proprietary information that is critical to our business operations. This letter serves as a formal confidentiality agreement between you and [Company Name].

You agree to maintain the strictest confidence regarding all proprietary information, including but not limited to: trade secrets, client lists, financial data, marketing strategies, product development plans, and any other information marked as confidential or that would reasonably be considered confidential.

This obligation extends throughout your employment and continues indefinitely after your departure from the company. You agree not to disclose, copy, or use any confidential information for personal gain or for the benefit of any third party without express written authorization.

Violation of this agreement may result in immediate termination and legal action, including claims for damages and injunctive relief.

Please sign and return a copy of this letter to acknowledge your understanding and acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], have read and agree to the terms outlined above.

Signature: _____ Date: _____

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