

Confidentiality Reminder Email

Subject: Important Reminder: Confidentiality Obligations

Dear Team,

As we move forward with [Project Name/Initiative], I want to take a moment to remind everyone of our confidentiality obligations. The information we're working with is highly sensitive and could significantly impact our competitive position if disclosed.

Please remember:

- Do not discuss project details in public places (elevators, cafes, public transportation)
- Ensure all confidential documents are properly secured when not in use
- Use only company-approved channels for sharing sensitive information
- Be mindful of who can see your screen when working remotely or in shared spaces
- Never share login credentials or access confidential systems from unsecured networks
- If you're unsure whether something is confidential, assume it is and ask before sharing

These aren't just company policies—they're legal obligations that each of us accepted when we joined the team. Protecting our confidential information protects our jobs, our company's future, and our competitive advantage.

If you have any questions about what information is considered confidential or how to handle specific situations, please don't hesitate to reach out to me or [Contact Person] in [Department].

Thank you for your continued diligence and professionalism.

[Your Name]

[Your Title]

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