

Confidentiality Agreement Termination Letter

Subject: Termination of Confidentiality Agreement

Dear [Recipient Name],

This letter serves as formal notification that the Confidentiality Agreement dated [Original Agreement Date] between [Party A] and [Party B] will be terminated effective [Termination Date].

While the active period of our agreement is concluding, please note that certain obligations continue beyond this termination date:

- All information designated as confidential during the agreement period remains protected
- You are required to return or destroy all confidential materials within [Number] days
- The non-disclosure obligations continue for [Duration] as specified in the original agreement
- Any previously granted permissions or licenses to use confidential information are hereby revoked

Please provide written confirmation that all confidential materials have been returned or destroyed, and that you have taken appropriate steps to ensure no copies remain in your possession or control.

We appreciate your adherence to the confidentiality terms throughout our business relationship and trust that you will continue to honor your post-termination obligations.

If you have any questions regarding your ongoing obligations, please contact our legal department at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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