

Confidentiality Agreement (NDA) Acknowledgement

Subject: Confidentiality and Non-Disclosure Agreement

Dear [Employee Name],

As a condition of your employment and continued access to sensitive company information, you are required to acknowledge and adhere to the company's Confidentiality and Non-Disclosure Agreement (the "Agreement").

This Agreement is designed to protect the confidential and proprietary information of [Company Name], its clients, and its partners. This includes, but is not limited to, trade secrets, business plans, financial data, customer lists, and proprietary software.

By signing below, you acknowledge that you have received, read, and understood the Agreement (a copy is attached). You agree to comply fully with its terms during your employment and thereafter, as stipulated in the document.

Your obligation to protect confidential information survives the termination of your employment for any reason.

Please sign and date this acknowledgement below and return it to the Human Resources department by [Date].

Sincerely,

[Head of HR/Compliance Officer Name]

[Title]

[Company Name]

ACKNOWLEDGEMENT

I, [Employee Name], have received, read, and understand the Confidentiality and Non-Disclosure Agreement provided to me by [Company Name]. I agree to abide by its terms.

Signature: _____

Printed Name: _____

Date: _____

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