

# Sample Non-disclosure And Confidentiality Agreement Acceptance Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Acceptance of Non-Disclosure and Confidentiality Agreement

Dear [Recipient's Name],

I am writing to confirm my acceptance of the Non-Disclosure and Confidentiality Agreement (hereinafter referred to as "Agreement") that you provided to me on [Date of Agreement]. I have carefully reviewed the terms and conditions outlined in the Agreement, and I acknowledge and agree to abide by all the provisions set forth therein.

I understand and acknowledge the importance of maintaining the confidentiality of the sensitive information and proprietary data that I may come across during the course of my association with [Company/Organization Name]. I assure you that I will exercise the utmost care and diligence in protecting this confidential information and will not disclose, reproduce, distribute, or use such information for any unauthorized purpose.

I also understand that the obligations outlined in the Agreement extend beyond the termination of my association with [Company/Organization Name], and I am committed to upholding these obligations indefinitely.

I appreciate the trust you have placed in me and recognize the value of safeguarding [Company/Organization Name]'s intellectual property and trade secrets. If there are any additional steps or procedures I need to follow to ensure compliance with the Agreement, please do not hesitate to inform me.

Please consider this letter as my formal acceptance of the terms and conditions of the Non-Disclosure and Confidentiality Agreement. I look forward to contributing to the success of [Company/Organization Name] while respecting and protecting its confidential information.

Thank you for your understanding, and please feel free to contact me if you have any further questions or require any additional information.

Sincerely,

[Your Signature] (if sending a physical letter)

[Your Full Name]

[Employee/Contractor ID (if applicable)]

CC: [Human Resources Department, if applicable]

[Legal Department, if applicable]