

# Confidentiality Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Dear [Employee Name],

This Confidentiality Agreement ("Agreement") is made between [Company Name] ("Company") and you, [Employee Name], in regard to the confidentiality of proprietary information belonging to the Company.

## 1. Definition of Confidential Information

Confidential Information includes all information disclosed to you that is not generally known to the public and is proprietary to the Company, including but not limited to business plans, client lists, financial information, and trade secrets.

## 2. Obligations of the Employee

You agree to keep all Confidential Information in strict confidence and not to disclose it to any third party without prior written consent from the Company.

## 3. Term

This Agreement shall remain in effect during your employment and for a period of [Insert Duration] after the termination of your employment.

## 4. Return of Materials

Upon termination of employment, you agree to return all materials containing Confidential Information to the Company.

By signing below, you acknowledge that you have read and understood this Agreement and agree to its terms.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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[Employee Name]