

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Company]

Dear [Employee's Name],

This letter serves as a reminder of the proprietary information policies that govern our work environment. As we continue to collaborate on various projects, it is crucial to uphold the confidentiality and integrity of our proprietary information.

All employees are required to adhere to the following:

- Do not disclose proprietary information to unauthorized individuals.
- Handle all documents and data containing proprietary information with care.
- Return or destroy any proprietary information upon termination of employment.

Your adherence to these guidelines is essential to protect our company's interests. Failure to comply may result in disciplinary action, including termination. If you have any questions or concerns, please feel free to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]