

Confidentiality Agreement

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company/Organization Name]

Subject: Contractor Confidentiality Terms

Dear [Contractor's Name],

We are pleased to engage you as a contractor for [briefly describe the project or service]. As part of our professional relationship, you will have access to confidential information belonging to [Your Company/Organization Name]. The purpose of this letter is to outline the confidentiality terms that you agree to during the term of your engagement.

1. Definition of Confidential Information

Confidential Information includes all written, electronic, or oral information disclosed by [Your Company/Organization Name] to you, including but not limited to business strategies, client information, financial data, and proprietary technology.

2. Obligations of the Contractor

You agree to:

- Maintain the confidentiality of all confidential information;
- Use the confidential information solely for the purpose of your work with [Your Company/Organization Name];
- Not disclose any confidential information to any third party without prior written consent from [Your Company/Organization Name];
- Return all confidential information upon termination of your engagement.

3. Term

This confidentiality obligation will remain in effect during the term of your engagement and thereafter for a period of [insert time period, e.g., two years].

4. Governing Law

This agreement will be governed by the laws of [insert governing law jurisdiction].

We appreciate your cooperation in maintaining the confidentiality of our sensitive information. Please acknowledge your acceptance of these terms by signing below.

[Contractor's Name]

Date: _____

[Your Name]

[Your Position]

[Your Company/Organization Name]

Thank you,

[Your Name]

[Your Title]

[Your Company/Organization]