

Confidentiality Agreement

Date: _____

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

This letter serves as an agreement regarding the protection of confidential information shared during your tenure as a member of the board at [Company Name]. Both parties acknowledge the importance of maintaining the confidentiality of sensitive information that may be disclosed in the course of board meetings and discussions.

1. Definition of Confidential Information

For purposes of this agreement, "Confidential Information" refers to any data or information that is proprietary to [Company Name] and not generally known to the public, including but not limited to meeting minutes, financial reports, strategic plans, and personnel matters.

2. Obligations of the Board Member

The undersigned board member agrees to:

- Maintain the confidentiality of all Confidential Information.
- Not disclose Confidential Information to any third party without prior written consent from [Company Name].
- Exercise caution and use reasonable efforts to protect and prevent unauthorized access to Confidential Information.

3. Duration

This confidentiality obligation shall remain in effect during and after the board member's tenure with [Company Name], for a duration of [insert duration, e.g., five years].

4. Governing Law

This agreement shall be governed by and construed in accordance with the laws of [State/Country].

By signing below, both parties agree to the terms outlined in this confidentiality agreement.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Acceptance

[Recipient's Name and Date]