

Confidentiality Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Dear [Employee Name],

This Confidentiality Agreement ("Agreement") is made between [Company Name], located at [Company Address] ("Company"), and you, [Employee Name], as part of your employment with the Company.

1. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" shall include all information, whether written or oral, related to the Company's business that is not publicly available.

2. Obligations of the Employee

You agree to:

- Maintain the confidentiality of the Confidential Information.
- Not disclose any Confidential Information to any third party without prior written consent from the Company.
- Use the Confidential Information solely for the purpose of your employment with the Company.

3. Term

This Agreement shall commence on the date of your employment and shall continue indefinitely unless terminated by either party in writing.

4. Return of Materials

Upon termination of your 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 Confidentiality Agreement and agree to be bound by its terms.

Employee Signature: _____

Date: _____

Company Representative Signature: _____

Date: _____