

Confidentiality Agreement

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Dear [Subcontractor's Name],

As part of our collaboration on [Project Name], we want to ensure the confidentiality of all sensitive information exchanged between us. This letter outlines the confidentiality terms applicable to your role as a subcontractor.

1. Definition of Confidential Information

Confidential Information includes, but is not limited to, any data, documents, plans, designs, and any other material provided in relation to the project.

2. Obligations of the Subcontractor

You agree to:

- Keep all Confidential Information strictly confidential.
- Not disclose any Confidential Information to any third party without prior written consent.
- Use the Confidential Information solely for the purpose of fulfilling your obligations under this agreement.

3. Duration of Confidentiality

The obligations of confidentiality will remain in effect for [Insert Duration] after the termination of this agreement.

4. Governing Law

This agreement shall be governed by and construed in accordance with the laws of [Insert Jurisdiction].

By signing below, you acknowledge your acceptance of these terms.

Signature: _____

Name: [Subcontractor's Name]

Date: _____

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]