

# Employee Confidentiality Agreement

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee ID:** [Insert Employee ID]

Dear [Employee Name],

This Confidentiality Agreement ("Agreement") is made between [Company Name] ("Company") and you, the undersigned employee, regarding your employment with the Company.

## 1. Purpose of Agreement

The purpose of this Agreement is to protect the confidential information and trade secrets of the Company.

## 2. Definition of Confidential Information

For the purpose of this Agreement, "Confidential Information" includes all information, in any form, that is disclosed to you by the Company, including but not limited to business plans, customer information, financial data, and technical know-how.

## 3. Obligations

You agree to keep all Confidential Information strictly confidential and shall not disclose, publish, or make accessible such information to any third parties without the prior written consent of the Company.

## 4. Duration

This Agreement shall remain in effect for the duration of your employment and for a period of [Insert Duration] after termination of employment.

## 5. Return of Materials

Upon termination of your employment, you agree to return all materials containing Confidential Information to the Company.

Please sign and date below to indicate your acceptance of the terms of this Agreement.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

[HR Representative Name]

[Company Name]