

Confidentiality Acknowledgment Letter

Date: _____

Volunteer Name: _____

Volunteer Address: _____

Dear [Volunteer Name],

We are pleased to welcome you as a volunteer with [Organization Name]. As part of your role, you may have access to confidential and sensitive information.

By signing this letter, you acknowledge your understanding of the importance of confidentiality in our organization and agree to the following terms:

1. You will not disclose any confidential information to anyone without proper authorization.
2. You will take all necessary precautions to protect confidential information from unauthorized access.
3. Upon termination of your volunteer role, you will return all materials containing confidential information.

We appreciate your commitment to maintaining the integrity and confidentiality of our organization.

Please sign and date below to acknowledge your agreement:

Volunteer Signature

Date: _____

Thank you for your service.

Sincerely,
[Your Name]
[Title]
[Organization Name]