

Confidentiality Agreement for Interns

Date: _____

Intern Name: _____

Address: _____

Dear [Intern's Name],

Welcome to [Agency Name]. As part of your internship, you will have access to sensitive information regarding our clients and operations. To protect this information, we require you to sign this confidentiality agreement.

Confidentiality Agreement

1. Definition of Confidential Information

Confidential Information includes, but is not limited to, client records, case studies, financial data, and any other proprietary information.

2. Obligations

You agree to keep all Confidential Information private and not disclose it to any third party without express written consent from [Agency Name].

3. Duration

Your obligation to maintain confidentiality will remain in effect during and after your internship.

4. Breach of Agreement

Any breach of this agreement may result in disciplinary action, including termination of your internship.

Please sign below to acknowledge that you understand and agree to these terms.

Intern Signature

Date

If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]
[Contact Information]