

Date: _____

To: [Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

As part of our ongoing commitment to protecting the proprietary information and trade secrets of [Company Name], we request your acknowledgment and adherence to the following guidelines regarding the use and confidentiality of our trade secrets.

1. Definition of Trade Secrets: You understand that trade secrets may include, but are not limited to, confidential company information, formulas, processes, designs, customer lists, marketing strategies, and any other sensitive business data.

2. Confidentiality Obligations: You agree to maintain the confidentiality of all trade secrets and shall not disclose any such information to unauthorized individuals or entities during or after your employment with [Company Name].

3. Use of Trade Secrets: You acknowledge that any trade secret information you acquire during your employment should only be used in the course of your duties and for the benefit of [Company Name].

Please sign and return a copy of this letter to confirm your acceptance of these terms and your commitment to maintaining the confidentiality of our trade secrets.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

Employee Acknowledgment:

_____ Date: _____