

Confidentiality Policy Reaffirmation

Date: [Insert Date]

Dear [Employee's Name],

As part of our commitment to maintaining the highest standards of confidentiality and integrity within our organization, we are reaching out to reaffirm our Confidentiality Policy, which all employees are expected to adhere to.

This policy outlines the importance of protecting sensitive information and ensures that all employees understand their responsibilities in safeguarding company data, client confidentiality, and proprietary information.

Please take a moment to review the attached Confidentiality Policy document. We ask that you sign and return the acknowledgment form by [Insert Deadline]. Your continued commitment to these policies is crucial for maintaining trust and security within our workplace.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]