

Confidential Information Protection Notice

Date: _____

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This Confidential Information Protection Notice is intended to inform you about the handling and protection of confidential information that may be shared between [Your Company/Organization Name] and you.

1. Definition of Confidential Information:

Confidential information includes all information, whether written, oral, electronic or otherwise, that is disclosed by [Your Company/Organization Name] to you, and is designated as confidential, or that you should reasonably understand to be confidential by nature.

2. Obligations of the Recipient:

- Acknowledge that the confidential information is proprietary to [Your Company/Organization Name].
- Use the confidential information solely for the purpose of [specific purpose].
- Take reasonable measures to protect the confidentiality of the information.

3. Exclusions:

The obligations stated in this notice do not apply to information that:

- Is publicly available at the time of disclosure.
- Becomes publicly available through no fault of the recipient.
- Is independently developed by the recipient without reference to the confidential information.

We appreciate your cooperation in maintaining the confidentiality of our shared information. Please sign and return a copy of this notice to confirm your understanding and agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]

Recipient's Acknowledgement:

I, _____, acknowledge that I have read and understood the above Confidential Information Protection Notice.

Signature: _____ Date: _____