

# Reminder: Non-Disclosure Agreement (NDA) Policy Enforcement

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: NDA Policy Enforcement Reminder

Dear [Employee's Name],

This is a friendly reminder regarding our Non-Disclosure Agreement (NDA) policy that was signed on [Insert Date of NDA]. As a valued member of our team, it is crucial for you to adhere to the guidelines outlined in the NDA to protect our company's confidential information.

Please remember the following key points:

- Do not disclose any proprietary information to external parties.
- Ensure that sensitive documents are securely stored.
- Avoid discussing company matters in public settings.

Failure to comply with these policies may result in disciplinary action, up to and including termination of employment.

If you have any questions or need further clarification on the NDA, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]