

Proprietary Information Assignment Notice

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

This letter serves as a notice regarding the assignment of rights related to proprietary information. As an employee of [Company Name], you may have access to certain proprietary information, including but not limited to trade secrets, intellectual property, and confidential business data.

As per the company policies and your employment agreement, it is required that you acknowledge and agree to assign all rights to any proprietary information developed during your employment with [Company Name] to the company.

Please sign and return the enclosed copy of this letter by [Insert Deadline]. Your cooperation in this matter is greatly appreciated.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Company Address]

Enclosure: Acknowledgment of Proprietary Information Assignment