

Confidential Information Access Compliance Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Compliance with Confidential Information Access

Dear [Recipient's Name],

I, [Your Full Name], hereby acknowledge that I have received, read, and understood the policies and procedures relating to the access and handling of confidential information as outlined in [Company's Name] Confidentiality Agreement.

I agree to comply with all provisions regarding the protection of confidential information and understand my responsibilities to ensure its confidentiality at all times.

I acknowledge that any breach of this agreement may result in disciplinary action, up to and including termination of employment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Contact Information]