

Trade Secret Policy Acknowledgment

Date: _____

To: [Employee Name]

Position: [Employee Position]

Dear [Employee Name],

This letter serves to confirm that you have received and reviewed the company's Trade Secret Policy. By signing this acknowledgment, you agree to adhere to the guidelines set forth in the policy regarding the handling and protection of our trade secrets.

We trust that you understand the importance of safeguarding confidential information and will act in accordance with our policies at all times.

Please sign and date below to acknowledge your understanding and acceptance of our Trade Secret Policy:

Employee Signature

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]