

Economic Espionage Guidelines for Contractors

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Subject: Economic Espionage Guidelines

Dear [Contractor's Name],

As a valued contractor of [Your Company Name], we are committed to ensuring the security and integrity of our intellectual property and sensitive information. To that end, we ask that you adhere to the following guidelines to prevent economic espionage:

1. **Confidentiality Agreements:** Ensure all employees have signed Non-Disclosure Agreements (NDAs) before accessing proprietary information.
2. **Access Controls:** Limit access to sensitive information only to authorized personnel.
3. **Data Protection:** Implement robust cybersecurity measures to protect against data breaches.
4. **Incident Reporting:** Promptly report any suspicious activities or security breaches to [Your Company Name].
5. **Training:** Provide regular training to employees on recognizing and preventing economic espionage.

Your adherence to these guidelines is crucial for protecting our mutual interests. Please confirm receipt of this letter and your understanding of these guidelines by [insert deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]