

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Undertaking of Confidentiality

This letter serves as a formal undertaking of confidentiality regarding the sensitive information you may encounter during your employment with [Company Name]. As an employee, you are expected to uphold the highest standards of confidentiality and integrity.

1. **\*\*Confidential Information\*\***: For the purpose of this undertaking, "Confidential Information" refers to all proprietary, non-public information that is disclosed to you, including but not limited to company plans, financial data, client lists, and any other sensitive materials.

2. **\*\*Obligation of Confidentiality\*\***: You agree to maintain the confidentiality of all Confidential Information and not to disclose it to any third parties without prior written consent from [Company Name]. This obligation persists both during and after the termination of your employment.

3. **\*\*Return of Materials\*\***: Upon the end of your employment, you will return all documents, materials, and any other forms of Confidential Information that you have obtained during your tenure at [Company Name].

4. **\*\*Consequences of Breach\*\***: You understand that any unauthorized disclosure of Confidential Information may result in disciplinary action, including termination of employment, as well as potential legal action. By signing below, you acknowledge that you have read, understood, and agree to the terms of this confidentiality undertaking.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

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[Employee's Name]

[Date]

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[Employee's Signature]