

PRIVATE AND CONFIDENTIAL

Date: [Insert Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Non-Disclosure and Confidentiality Agreement

Dear [Candidate Name],

In connection with your application and interview process for the position of [Job Title], [Company Name] (the "Company") will provide you with certain sensitive, proprietary, and confidential information regarding our business operations, strategies, and financial status.

By signing this letter, you agree to the following terms:

- 1. Definition of Confidential Information:** This includes, but is not limited to, trade secrets, business plans, financial data, product roadmaps, internal processes, and any information not generally known to the public.
- 2. Non-Disclosure:** You agree to hold all Confidential Information in strict confidence and will not disclose, publish, or share it with any third party without prior written consent from the Company.
- 3. Restricted Use:** You agree to use the Confidential Information solely for the purpose of evaluating the potential employment opportunity with the Company.
- 4. Return of Materials:** Upon request or at the conclusion of the interview process, you will immediately return or destroy all documents and materials containing Confidential Information.
- 5. Term:** This agreement shall remain in effect for a period of [Number] years from the date of signing, regardless of whether an offer of employment is extended or accepted.

Please acknowledge your agreement to these terms by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Candidate Acknowledgment:

Signature: _____

Print Name: _____

Date: _____