

Date: [Insert Date]

Subject: Candidate Confidentiality and Non-Disclosure Registration

Dear [Candidate Name],

Thank you for expressing interest in a career opportunity with [Company Name]. As part of our recruitment and interview process, you will be granted access to certain proprietary and confidential information regarding our business operations, technology, and internal processes.

By proceeding with this registration and the subsequent interview process, 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, software code, and any information marked as "Confidential" or that should reasonably be understood as such.

2. Non-Disclosure Obligations: You agree to maintain the strict confidentiality of all information shared during the recruitment process. You shall not disclose, reproduce, or distribute this information to any third party without prior written consent from [Company Name].

3. Use of Information: Confidential information provided to you is to be used solely for the purpose of evaluating a potential employment relationship with the company.

4. Return of Materials: Upon request or at the conclusion of the recruitment process, you agree to return or destroy all materials containing confidential information provided by [Company Name].

5. Duration: These confidentiality obligations shall remain in effect for a period of [Insert Number, e.g., 2] years from the date of disclosure, regardless of whether an offer of employment is extended or accepted.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Candidate Acknowledgment:

I have read, understood, and agree to the terms of this Confidentiality and Non-Disclosure Agreement.

Signature: _____

Print Name: [Candidate Name]

Date: _____