

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Department: [Department Name]

Subject: Employer Brand Confidentiality and Non-Disclosure Registration

Dear [Employee Name],

As part of your involvement with the [Company Name] Employer Branding initiatives, you will be granted access to sensitive information, including internal marketing strategies, proprietary recruitment data, unreleased creative assets, and confidential employee insights.

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

- **Confidential Information:** You agree to keep all brand strategies, campaign drafts, and internal communications strictly confidential.
- **Non-Disclosure:** You shall not disclose, share, or distribute any proprietary branding materials to third parties or via personal social media channels without explicit written consent from the Marketing or HR Department.
- **Authorized Use:** Access to these materials is granted solely for the purpose of performing your professional duties.
- **Ownership:** All creative concepts, logos, and strategies developed during this period remain the exclusive property of [Company Name].
- **Duration:** This confidentiality obligation remains in effect during your employment and continues after the termination of your contract.

Failure to comply with these terms may lead to disciplinary action, up to and including termination of employment and potential legal action.

Please sign below to confirm your registration and acceptance of these confidentiality terms.

Regards,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], have read and understood the terms of this Confidentiality and Non-Disclosure Registration Letter and agree to be bound by them.

Signature: _____

Date: _____