

CONFIDENTIALITY AND NON-DISCLOSURE REGISTRATION

Date: [Insert Date]

To: [Insert Candidate Name]

Address: [Insert Candidate Address]

Re: Executive Search for [Insert Project Code/Position Title]

Dear [Candidate Name],

In connection with your consideration as a potential candidate for an executive position currently being represented by [Search Firm Name] (the "Firm"), you will be provided with sensitive and proprietary information regarding our client (the "Company").

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

1. Definition of Confidential Information: Confidential Information includes, but is not limited to, the identity of the Company, financial data, business strategies, organizational charts, and any details regarding the specific role or hiring process disclosed to you.

2. Non-Disclosure Obligations: You agree to keep all Confidential Information strictly confidential. You shall not disclose, reproduce, or distribute this information to any third party without prior written consent from the Firm or the Company.

3. Use of Information: You agree to use the Confidential Information solely for the purpose of evaluating your interest in and qualifications for the specific executive position.

4. Return of Materials: Upon request, or should you decide not to proceed with the recruitment process, you agree to return or destroy all physical or electronic copies of the Confidential Information in your possession.

5. Term: The obligations of this agreement shall remain in effect for a period of [Insert Number, e.g., 2] years from the date of signature.

Please acknowledge your agreement to these terms by signing below.

Sincerely,

[Your Name]

[Title]

[Search Firm Name]

Candidate Acknowledgment and Agreement:

I have read, understand, and agree to the terms of this Confidentiality and Non-Disclosure Registration Letter.

Signature: _____

Full Name: [Insert Candidate Name]

Date: _____