

Date: [Insert Date]

To: [Freelance Recruiter Name]

Address: [Insert Address]

Subject: Freelance Recruiter Confidentiality and Non-Disclosure Registration

Dear [Recruiter Name],

This letter confirms your registration as an external freelance recruiter for [Company Name]. In consideration of your participation in our recruitment processes and access to certain proprietary information, you agree to the following terms regarding confidentiality and non-disclosure.

1. Definition of Confidential Information

Confidential Information includes, but is not limited to, candidate identities, resumes, contact details, hiring manager information, interview notes, salary structures, internal business strategies, and any other non-public information disclosed by [Company Name].

2. Non-Disclosure Obligations

You agree to hold all Confidential Information in strict confidence. You shall not disclose, share, or publish any such information to third parties without prior written consent from [Company Name]. You shall use this information solely for the purpose of identifying and vetting candidates for authorized roles.

3. Protection of Candidate Data

You agree to process all personal data in compliance with applicable data protection laws. You must ensure that candidates have consented to their data being shared with [Company Name].

4. Ownership of Work Product

Any reports, databases, or documentation created specifically for [Company Name] during your engagement shall remain the property of [Company Name].

5. Term and Termination

These confidentiality obligations remain in effect during your registration and shall survive the termination of your services for a period of [Insert Number, e.g., 2] years.

6. Non-Solicitation

During the term of this agreement, you agree not to solicit or hire any employees of [Company Name] for other clients or external roles.

Please acknowledge your agreement to these terms by signing below.

Sincerely,

[Your Name/Authorized Signatory]
[Your Title]
[Company Name]

Acknowledgment and Agreement:

I, [Freelance Recruiter Name], have read, understood, and agree to abide by the terms set forth in this Confidentiality and Non-Disclosure Registration Letter.

Signature: _____

Date: _____