

Date: [Insert Date]

To: [Headhunter Name/Agency Name]

[Address]

[City, State, Zip Code]

Subject: Confidentiality and Non-Disclosure Registration Letter

Dear [Name of Contact Person],

I, [Your Full Name], hereby register as a candidate with [Agency Name] for the purpose of exploring potential employment opportunities. In consideration of the headhunter services provided, I agree to the following terms regarding confidentiality:

1. Confidential Information: I understand that during our engagement, I will receive sensitive information including, but not limited to, identities of hiring clients, job descriptions, business strategies, and proprietary organizational data. All such information shall be deemed "Confidential Information."

2. Non-Disclosure: I agree to hold all Confidential Information in strict confidence. I will not disclose, divulge, or reveal any such information to any third party without prior written consent from [Agency Name].

3. Use of Information: I agree to use the Confidential Information solely for the purpose of evaluating specific career opportunities presented to me by [Agency Name].

4. Non-Circumvention: I agree that I will not directly contact any client company introduced to me by [Agency Name], nor will I apply for positions with said companies independently for a period of [Insert Number, e.g., 12] months following the introduction, without the express involvement of [Agency Name].

5. Duration: The obligations of confidentiality shall remain in effect for a period of [Insert Number, e.g., 2] years from the date of this letter, or until the information becomes public knowledge through no fault of my own.

By signing below, I acknowledge that I have read, understood, and agreed to be bound by the terms of this Confidentiality and Non-Disclosure Registration Letter.

Sincerely,

(Signature)

[Your Printed Name]

[Your Phone Number]

[Your Email Address]