

Date: [Insert Date]

Between:

[Company Name / Recruiter Name]

[Address]

[City, State, Zip Code]

And:

[Candidate Name / Participant Name]

[Address]

[City, State, Zip Code]

Subject: Mutual Recruitment Confidentiality and Non-Disclosure Registration

Dear [Name],

This Mutual Confidentiality and Non-Disclosure Letter ("Agreement") is entered into by the parties listed above to ensure the protection of sensitive information shared during the recruitment, interview, and evaluation process for potential employment or professional engagement.

1. Definition of Confidential Information

Confidential Information includes, but is not limited to, business plans, trade secrets, technical data, financial information, product roadmaps, hiring strategies, compensation details, and personal professional history shared by either party during the recruitment process.

2. Non-Disclosure Obligations

Both parties agree to hold all Confidential Information in strict confidence and shall not disclose, reproduce, or distribute such information to any third party without prior written consent. The information shall be used solely for the purpose of evaluating the potential professional relationship.

3. Protection of Proprietary Material

Any materials, documents, or digital assets provided during the interview process (such as case studies, code samples, or strategy documents) remain the property of the disclosing party and must be returned or destroyed upon request.

4. Non-Solicitation

During the recruitment process and for a period of [Number] months following the conclusion of discussions, both parties agree not to solicit the employees or clients of the other party discovered as a result of these discussions.

5. Term

The obligations of confidentiality shall remain in effect for a period of [Number] years from the date of this letter, regardless of whether a formal employment offer is made or accepted.

6. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [State/Country].

By signing below, both parties acknowledge that they have read, understood, and agreed to the terms of this Mutual Recruitment Confidentiality Letter.

Signatures:

For [Company Name]

Name: [Authorized Name]

Title: [Title]

[Candidate/Participant Name]

Date: [Insert Date]