

Date: [Insert Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Talent Acquisition Confidentiality and Non-Disclosure Registration

Dear [Candidate Name],

In connection with your application and potential interview process for the position of [Job Title] at [Company Name], you may be given access to certain confidential, proprietary, or non-public information regarding our business, technology, and operations.

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

- 1. Confidential Information:** This includes, but is not limited to, business plans, product roadmaps, financial data, internal processes, trade secrets, and any information marked as confidential or that should reasonably be understood to be confidential.
- 2. Non-Disclosure:** You agree to hold all such information in strict confidence and will not disclose, reproduce, or distribute it to any third party without prior written consent from [Company Name].
- 3. Permitted Use:** You shall use the confidential information solely for the purpose of evaluating a potential employment relationship with [Company Name].
- 4. Return of Materials:** Upon request or at the conclusion of the recruitment process, you agree to return or destroy all materials containing confidential information.
- 5. Term:** These obligations shall remain in effect for a period of [Number] years from the date of disclosure, regardless of whether an offer of employment is extended or accepted.

Please acknowledge your agreement by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Candidate Acknowledgment:

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

Signature: _____

Date: _____