

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Address: [Insert Candidate Address]

Subject: Interview Confirmation and Non-Disclosure Agreement

Dear [Candidate Name],

We are pleased to confirm your interview for the contract position of [Job Title]. Your interview has been scheduled for:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Link:** [Insert Physical Address or Virtual Meeting Link]
- **Interviewer(s):** [Insert Names/Titles]

Confidentiality and Non-Disclosure Agreement

During the interview process, you may be exposed to proprietary information, trade secrets, and confidential business strategies belonging to [Company Name]. As a condition of this interview, you agree to the following:

- 1. Confidential Information:** You agree to keep all information shared during the interview process strictly confidential. This includes, but is not limited to, technical data, product roadmaps, financial information, and internal processes.
- 2. Non-Use:** You agree not to use any information disclosed during the interview for your own benefit or for the benefit of any third party.
- 3. Duration:** This obligation of confidentiality shall remain in effect for a period of [Insert Number, e.g., 2] years from the date of the interview.
- 4. No Employment Guarantee:** This interview does not constitute an offer of employment or a contract for services. The relationship remains that of a candidate and a potential client/employer.

By attending the interview or signing below, you acknowledge and agree to the terms of this Non-Disclosure Agreement.

Candidate Signature: _____

Date: _____

Sincerely,

[Your Name]

[Your Title]

[Company Name]