

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Annual Non-Disclosure Agreement (NDA) Verification

Dear [Employee Name],

This letter serves as a formal reminder and annual verification of your ongoing obligations under the Non-Disclosure Agreement (NDA) you signed with [Company Name] on [Original Signing Date].

As part of our annual compliance process, we require all employees to reaffirm their commitment to protecting the company's proprietary information, trade secrets, and confidential data. By signing this document, you acknowledge the following:

- You have read and continue to understand the terms set forth in your original NDA.
- You have complied with all confidentiality obligations during the past year.
- You will continue to safeguard all confidential information and not disclose it to unauthorized parties.
- You will return or destroy all confidential materials upon the termination of your employment, as specified in the agreement.

Please review your original agreement (available in the HR portal) and sign below to confirm your continued compliance.

If you have any questions regarding what constitutes confidential information, please contact the Human Resources Department.

Sincerely,

[Your Name/HR Department Name]

[Title]

[Company Name]

Employee Acknowledgment

I hereby certify that I remain in compliance with my Non-Disclosure Agreement and reaffirm my commitment to its terms.

Signature: _____

Date: _____