

Date: [Insert Date]

To: [Recipient Name/Compliance Officer]

Company: [Company Name]

Address: [Company Address]

Subject: Confirmation of NDA Compliance for Applicant Tracking System (ATS) Access

Dear [Recipient Name],

I am writing to formally acknowledge and confirm my compliance with the Non-Disclosure Agreement (NDA) signed on [Insert Date of NDA] regarding my authorized access to the [Insert Name of ATS, e.g., Workday, Greenhouse, Lever] Applicant Tracking System.

As a condition of my access to this system, I hereby certify that:

- I understand that all data contained within the ATS, including candidate personal information, resumes, interview notes, and compensation details, is strictly confidential.
- I will use the ATS and the data therein solely for authorized recruitment and hiring purposes related to my professional duties.
- I will not disclose, share, or distribute any applicant data to unauthorized third parties or internal staff who do not have a legitimate business need to know.
- I will safeguard my login credentials and will not share my password or permit any other individual to access the system using my account.
- I will report any potential or actual data breaches or unauthorized access to the IT and Legal departments immediately.

I acknowledge that any violation of this agreement or the company's data privacy policies may result in disciplinary action, including termination of employment and potential legal proceedings.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Department]