

[Company Letterhead/Logo]

[Date]

[Candidate Full Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Verification of Compliance with Non-Disclosure Agreement (NDA)**

Dear [Candidate Name],

In connection with your recent application and interview process for the position of [Job Title] at [Company Name], we are writing to verify your continued compliance with the Non-Disclosure Agreement (NDA) signed on [Date NDA was signed].

As part of our standard onboarding and compliance procedures, we kindly request that you confirm the following:

- You have not shared, used, or disclosed any confidential information, trade secrets, or proprietary data belonging to [Company Name] acquired during the recruitment process.
- You have returned or destroyed all materials, documents, or electronic files provided to you during your evaluation period, as stipulated in the agreement.
- You remain aware of your ongoing obligations regarding the protection of [Company Name]'s intellectual property.

Please acknowledge your compliance by signing and returning a copy of this letter by [Due Date].

**Candidate Declaration:**

I, [Candidate Name], hereby certify that I have fully complied with the terms of the Non-Disclosure Agreement and have not retained any confidential information belonging to [Company Name].

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[Candidate Signature]

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[Date]

If you have any questions regarding your obligations, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]