

Date: [Insert Date]

To: [Client Name/Company Name]

Address: [Client Address]

Subject: Verification of Signed Non-Disclosure Agreement (NDA)

Dear [Contact Name],

This letter serves to formally verify that the following contract staff member(s) assigned to [Project Name/Department] have executed a legally binding Non-Disclosure Agreement (NDA) with [Staffing Agency Name]:

- [Contractor Full Name] - [Job Title]
- [Contractor Full Name] - [Job Title]

Under the terms of this agreement, the aforementioned individual(s) are strictly prohibited from disclosing, using, or disseminating any confidential information, trade secrets, or proprietary data belonging to [Client Name] that they may encounter during the course of their assignment.

The signed NDA(s) remain on file at our corporate office and are valid for the entire duration of the contract period and any applicable survival period thereafter.

Should you require any further documentation or have questions regarding our confidentiality protocols, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Staffing Agency Name]