

**Date:** [Insert Date]

**To:** [Recipient Name/Company Name]

**Address:** [Recipient Address]

**Subject: Verification of Non-Disclosure and Confidentiality Obligations**

Dear [Recipient Name],

This letter serves as formal verification that [Freelancer Name] (the "Sourcer") is currently under a binding Non-Disclosure Agreement (NDA) with [Your Company Name], effective as of [Start Date].

As a freelance sourcer, [Freelancer Name] has been granted access to proprietary information, including but not limited to candidate data, hiring strategies, internal compensation benchmarks, and client contact lists. Under the terms of our agreement, the Sourcer is strictly prohibited from:

- Disclosing any confidential information to third parties without prior written consent.
- Using proprietary candidate leads or contact information for any purpose outside of the assigned projects for [Your Company Name].
- Retaining copies of sensitive data following the conclusion of their contract.

We confirm that [Freelancer Name] has acknowledged these obligations and understands that these confidentiality requirements remain in effect both during and after their professional engagement with us.

This verification is provided to ensure compliance with data protection standards and to maintain the integrity of our recruitment process.

Should you require any further information regarding the scope of this confidentiality agreement, please feel free to contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]

[Your Email Address]