

Date: [Insert Date]

To: [Candidate Name]

Address: [Candidate Address]

Subject: Reminder of Non-Disclosure Obligations and Compliance

Dear [Candidate Name],

As part of your ongoing application and interview process for the [Job Title] position at [Company Name], we would like to formally remind you of your obligations under the Non-Disclosure Agreement (NDA) signed on [Date NDA was signed].

During our recruitment process, you have been, or will be, granted access to sensitive and proprietary information regarding [Company Name]. This includes, but is not limited to, business strategies, product roadmaps, financial data, and internal processes.

We request your confirmation of the following compliance points:

- You will maintain the strict confidentiality of all proprietary information shared during interviews.
- You will not disclose, copy, or distribute any materials provided to you during the assessment phase.
- You will not use any confidential information for personal gain or for the benefit of any third party.
- You will return or destroy any confidential documents or data provided to you upon request or at the conclusion of the hiring process.

Please note that this obligation remains in effect regardless of the final hiring decision. Failure to comply with the terms of the NDA may result in legal action.

If you have any questions regarding your confidentiality obligations, please contact me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]