

[Company Letterhead/Header]

[Date]

[Former Employee Name]

[Former Employee Address]

[City, State, Zip Code]

Subject: Verification of Post-Termination Confidentiality Obligations

Dear [Former Employee Name],

This letter serves as a formal reminder of your ongoing legal obligations to [Company Name] following the termination of your employment on [Termination Date].

As per the [Non-Disclosure Agreement / Employment Agreement] signed by you on [Date of Agreement], your obligation to protect the company's proprietary and confidential information remains in full effect. This includes, but is not limited to:

- Trade secrets and specialized processes;
- Client lists and contact information;
- Financial data and pricing strategies;
- Unpublished marketing materials and product roadmaps.

By signing this letter, you verify that you have:

1. Returned all company property, including hardware, software, and access keys.
2. Deleted or returned all electronic and physical files containing confidential information.
3. Not retained any copies of proprietary data in personal storage or cloud accounts.

Please sign and return a copy of this letter to acknowledge your continued compliance with these restrictive covenants.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

Acknowledgment:

I hereby confirm that I have complied with the terms mentioned above and understand my continuing obligations regarding confidentiality.

Signature: _____ Date: _____