

Date: [Insert Date]

[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to inform you that your [offer/proposal/application] dated [insert date] has been formally accepted. We appreciate your interest and enthusiasm in working with [Company/Organization Name], and we look forward to a mutually beneficial relationship.

As part of your acceptance, we would like to reaffirm the importance of maintaining confidentiality regarding all proprietary and sensitive information that may be disclosed or accessible to you during your engagement with us. By accepting this offer, you hereby agree to the following terms:

- Confidentiality:** You shall not disclose, share, or disseminate any proprietary information, trade secrets, technical data, business strategies, client lists, or any other confidential material acquired during the course of your engagement, whether verbal or written, to any third party without the express written consent of [Company/Organization Name].
- Use of Information:** Confidential information is to be used solely for purposes related to your role and responsibilities with [Company/Organization Name] and shall not be exploited for personal gain or benefit.
- Return of Materials:** Upon request or upon termination of your engagement, you agree to return all documents, records, and materials containing confidential information to [Company/Organization Name] without retaining copies.
- Duration:** The terms of this confidentiality agreement shall remain in effect throughout your engagement and continue for a period of [insert duration, e.g., two (2) years] after its termination.

Your acknowledgment and acceptance of these confidentiality obligations are essential for ensuring our ongoing trust and protecting our collective interests. Please indicate your agreement by signing and returning a copy of this letter as confirmation.

We are excited to have you as part of our team and look forward to your positive contributions.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Company/Organization Name]

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Signature

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Date