

Employee Confidentiality Declaration Form Sample

The **employee confidentiality declaration form sample** ensures that employees acknowledge and commit to protecting sensitive company information. This document outlines key confidentiality obligations and helps safeguard proprietary data. Using this form is essential for maintaining trust and legal compliance within the workplace.

Employee Confidentiality Declaration Form

Employee Name:

Position/Department:

Date:

Confidentiality Declaration

I, the undersigned employee, acknowledge that during the course of my employment, I may have access to confidential and proprietary information belonging to the company. I hereby agree that:

- I will not disclose any confidential information to unauthorized persons during or after my employment.
- I will only use confidential information for legitimate business purposes as required by my role.
- I will take all reasonable steps to protect and safeguard the company's confidential information.
- Upon termination of my employment, I will return all documents, files, and other materials containing confidential information.
- I understand that unauthorized disclosure or misuse of confidential information may result in disciplinary action, including possible termination and legal proceedings.

By signing below, I confirm that I have read, understood, and agree to abide by the terms of this confidentiality declaration.

Signature: