

# Confidentiality Statement Template for Employee Agreements

This **Confidentiality statement template** for employee agreements ensures the protection of sensitive company information by clearly outlining employees' obligations. It helps establish trust and legal security by specifying the scope and duration of confidentiality. Using this template streamlines the agreement process while safeguarding proprietary data.

## Sample Confidentiality Statement

### Confidentiality Statement

This Agreement is made between [Company Name] ("Company") and [Employee Name] ("Employee"). In the course of employment, the Employee may have access to Confidential Information, including but not limited to business strategies, financial data, customer lists, and any other proprietary data.

The Employee agrees to maintain the confidentiality of all such information and not to disclose, use, or allow the use of this information for any purpose other than for Company business, both during and after employment.

The obligations under this statement remain in effect throughout the Employee's employment and for a period of [X years] following termination of employment, unless otherwise released in writing by the Company.

Any breach of this confidentiality statement may result in disciplinary action, including termination of employment and potential legal recourse.

### Signed:

\_\_\_\_\_  
Employee Name  
Date: \_\_\_\_\_

\_\_\_\_\_  
Employer/Representative Name  
Date: \_\_\_\_\_