

Confidentiality Statement Template for Internal Memos

This **confidentiality statement template** is designed for internal memos to ensure sensitive information remains protected within the organization. It clearly outlines the obligations of employees to maintain privacy and prevent unauthorized disclosure. Use this template to reinforce trust and safeguard corporate data effectively.

Confidentiality Statement

The information contained in this internal memo is confidential and intended solely for use by authorized personnel of [Organization Name]. Any disclosure, distribution, or copying of this memo or its contents, in whole or in part, to individuals outside the intended recipients is strictly prohibited. Employees are reminded of their responsibility to protect sensitive information from unauthorized access or disclosure, in accordance with company policies and applicable laws.

Violation of these confidentiality obligations may result in disciplinary action, up to and including termination of employment. If you have received this memo in error, please notify the sender and delete all copies immediately.

By reviewing this memo, you acknowledge your understanding and acceptance of these confidentiality requirements.

Authorized Recipient: _____

Date: _____