

**Form:**

Letter to Ex-Employee Re: Confidentiality Obligations

**Description:**

This is a sample letter from counsel to a company, reminding an ex-employee of the company of his or her confidentiality obligations.

**BY REGISTERED MAIL**  
**RETURN RECEIPT REQUESTED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: Confidential and Proprietary Information

Dear \_\_\_\_\_:

We are counsel to \_\_\_\_\_. We understand that you have recently voluntarily resigned as an employee of \_\_\_\_\_ (the "Company").

As an employee of the Company, you had access to confidential and proprietary information of the Company. This information included, but was not limited to, customer lists, contract terms, methods of operations, marketing plans, software specifications, software code, functionality, know how, and financial information.

Under applicable law and under the terms of your Confidentiality Agreement with the Company, you are required to keep all such information confidential and not to use it to the detriment of the Company. In particular, you may not use it for, or disclose it to, any new employer that is or may be a competitor of the Company. Furthermore, to the extent you were to solicit any existing customers under contract with the Company, this may constitute tortious interference with the Company's contractual relationships.

To the extent you may have taken any documents, records, information, software or other property of the Company, you are hereby demanded to return said items immediately to the Company. If you have not taken any such items, we would like written confirmation from you of this fact.

Any unauthorized disclosure or use of the Company's confidential information could lead to litigation against you and any new employer. Request is hereby made that you confirm to the undersigned that you have not, and will not, disclose or use any confidential information of the Company nor will you interfere with the Company's existing contractual arrangements.

Very truly yours,

cc: \_\_\_\_\_

\_\_\_\_\_