

# In-House Employee Confidentiality Commitment

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

Department: \_\_\_\_\_

Date: \_\_\_\_\_

## Commitment

I acknowledge that during the course of my employment with [Company Name], I may have access to confidential and proprietary information. I commit to maintaining the confidentiality of all such information, including but not limited to business strategies, client information, employee records, technical data, and trade secrets.

I agree not to disclose, misuse, or allow unauthorized access to any confidential information, both during and after my employment, unless expressly permitted in writing by authorized company personnel or required by law.

I understand that violation of this commitment may result in disciplinary action, up to and including termination of employment and possible legal action.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_