

# Confidentiality and Employment Terms Document

This Confidentiality and Employment Terms Document ("Agreement") is made between [Company Name] (the "Company") and the undersigned new staff member (the "Employee").

## 1. Commencement of Employment

The Employee's employment with the Company will commence on [Start Date]. Position and duties will be as outlined in the Offer Letter and Job Description provided separately.

## 2. Confidentiality

The Employee acknowledges and agrees that during the course of employment, they may have access to confidential and proprietary information. Employee agrees to keep all such information confidential and not to disclose or use it, either during or after employment, except as required for the performance of their duties for the Company.

## 3. Use of Company Property

All written, electronic, or physical materials obtained or created in connection with employment remain the property of the Company and must be returned upon request or at the termination of employment.

## 4. Termination

Employment with the Company is [at will/fixed term]. Either party may terminate the employment with appropriate notice as defined in the Company's policies or as per statutory requirements.

## 5. Acknowledgement

By signing below, the Employee acknowledges that they have read, understood, and agree to abide by the terms outlined in this Agreement.

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

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

\_\_\_\_\_  
Date