



## Non-disclosure agreement (NDA) policy template

Welcome to [Company Name]! We are excited to have you join our team. As part of our commitment to protecting sensitive information, we require all employees to adhere to our Non-disclosure Agreement (NDA) policy.

Our NDA policy is designed to safeguard confidential company information, trade secrets, and any other proprietary data. By signing the NDA, you agree not to disclose or share any confidential information with unauthorized individuals or entities.

It is important to understand the implications of violating the NDA policy. Breaching confidentiality can result in legal action, termination of employment, and damage to the company's reputation.

**To review the full NDA policy, please click here:** [link to NDA policy].

If you have any questions or concerns about the NDA policy, please do not hesitate to reach out to the HR department.

Thank you for your cooperation in upholding our commitment to confidentiality.

[Company Name] HR Team