
Confidentiality Letter

To:

Effective Management Consultants
Vikhroli, Mumbai - 400083

Sir:

I, Mr./Ms..... hereby confirm that, I have been retained as freelance consultant / employed by M/s Effective Management Consultants, hereinafter referred to as 'EMC' either for them or for their client company and I agree to use the Confidential Information of Effective Management Consultants or their client only for legitimate official purposes relating to the assignment / employment and that the Confidential Information and the Proprietary Information shall not be used for any other purpose without the 'EMC's prior written consent.

I know that, "Confidential and Proprietary Information" means all the trade secrets, including but not limited to formulae, processes, methods, contracts, documents, investor information, patents, copy rights, financial information, technical information, business logo, USP, document formats, or confidential or proprietary information or business strategies of the EMC or its client company in any format, including verbal.

I also know that, leaking the confidential information will be treated as major offence and penalty for the same would be up to but not limited to paying full compensation amount to EMC with immediate suspension / termination of my contract/employment without giving any notice or compensation thereof.

(Employee Signature)

Emp No.....
Department

Date:

Witness1: Name: Signature:.....

Witness2: Name: Signature:.....