

DATE: [Insert Date]

TO: [Insert Name of Department Head/Officer]

FROM: [Insert Name of Legal Counsel/Compliance Officer]

SUBJECT: ADVISORY: Trade Secret Identification and Internal Audit Notification

Dear [Insert Name],

This letter serves as a formal advisory regarding the upcoming Trade Secret Identification and Audit process for the [Insert Department Name] department. The purpose of this audit is to ensure that our proprietary information is properly categorized and protected under applicable intellectual property laws.

1. Objective

The objective of this audit is to identify "Trade Secrets," which include formulas, patterns, compilations, programs, devices, methods, techniques, or processes that derive independent economic value from not being generally known and are subject to reasonable efforts to maintain secrecy.

2. Identification Requirements

During this process, your department will be required to disclose and catalog:

- Technical data and software source code;
- Customer lists and pricing strategies;
- Manufacturing processes and R&D data;
- Negative information (results from failed experiments).

3. Audit Timeline

The audit is scheduled to commence on [Insert Start Date] and is expected to conclude by [Insert End Date]. A representative from the [Legal/Compliance] team will meet with your key personnel to review existing documentation and digital security protocols.

4. Immediate Actions Required

Please ensure that all confidential files are marked as "Proprietary" or "Confidential" and that access logs for these materials are up to date prior to the audit start date.

Maintaining the confidentiality of our trade secrets is vital to our competitive advantage. We appreciate your full cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]