

Date: [Date]

To: [Employee Name]

From: [Company Name]

Subject: Advisory Regarding Trade Secret Protection and Post-Employment Obligations

Dear [Employee Name],

As your employment with [Company Name] (the "Company") concludes on [Termination Date], we are writing to remind you of your ongoing legal and contractual obligations regarding the protection of the Company's trade secrets and confidential information.

1. Ongoing Confidentiality

Your departure does not relieve you of your obligation to protect the Company's proprietary information. This includes, but is not limited to, client lists, technical data, product designs, marketing strategies, financial information, and any other non-public information acquired during your tenure.

2. Return of Company Property

You are required to return all Company property immediately. This includes physical documents, electronic files, storage devices, laptops, keys, and access badges. You must not retain any copies, summaries, or extracts of Company data in any format.

3. Trade Secret Protection

The unauthorized use or disclosure of the Company's trade secrets is strictly prohibited by law. Please be advised that [Company Name] will take all necessary legal steps to protect its intellectual property and proprietary interests should any misappropriation occur.

4. Prior Agreements

Please refer to the [Name of Agreement, e.g., Non-Disclosure Agreement / Employment Agreement] you signed on [Date of Signing]. The restrictive covenants contained therein, including those regarding non-disclosure and [non-solicitation/non-competition], remain in full effect following your departure.

By signing below, you acknowledge that you have returned all Company property and that you understand your continuing obligations to maintain the confidentiality of [Company Name]'s trade secrets.

Sincerely,

[Sender Name]

[Sender Title]

Acknowledgment:

[Employee Signature]

[Date]