

DATE: [Insert Date]

TO: [Executive Leadership / Department Heads / Legal Department]

FROM: [Your Name/Legal Counsel]

SUBJECT: ADVISORY: Review and Update of Corporate Trade Secret Policy

Dear [Name/Department],

This letter serves as a formal advisory regarding the necessity of reviewing and updating [Company Name]'s current Trade Secret Policy. As market conditions and digital security threats evolve, it is essential that our internal protocols for protecting proprietary information remain robust and legally enforceable.

The primary objectives of this update are to:

- Identify and categorize current high-value proprietary information.
- Align internal definitions of "Trade Secrets" with current federal and state statutes.
- Audit existing physical and digital access controls.
- Standardize non-disclosure and non-compete language in employment and vendor contracts.
- Enhance employee training regarding the handling of sensitive data.

We have scheduled a preliminary review meeting on [Date] at [Time] to discuss specific vulnerabilities and the proposed timeline for these updates. Please ensure that a representative from your department is present.

Attached to this letter is a draft copy of the proposed amendments for your initial review.

Sincerely,

[Your Signature]

[Your Title]

[Company Name]