

**Date:** [Insert Date]

**To:** [Firm Name / Managing Partner]

**From:** [Employee Name]

**Subject:** Commitment to Law Firm Confidentiality and Professional Ethics

Dear [Recipient Name],

I, [Employee Name], acknowledge that in my role at [Firm Name], I will have access to sensitive, proprietary, and privileged information. I hereby formally commit to upholding the highest standards of professional ethics and confidentiality as outlined below:

**1. Duty of Confidentiality**

I agree to maintain the absolute confidentiality of all client information, case files, legal strategies, and firm business operations. I will not disclose, discuss, or share any non-public information with unauthorized third parties, including family members or friends.

**2. Protection of Attorney-Client Privilege**

I understand the legal significance of the attorney-client privilege. I will take all necessary precautions to ensure that privileged communications remain protected and are not compromised through negligence or improper disclosure.

**3. Ethical Conduct**

I pledge to adhere to the Rules of Professional Conduct and all applicable bar association guidelines. I will act with integrity, honesty, and transparency in all professional dealings and will avoid any actions that may result in a conflict of interest.

**4. Use of Firm Resources**

I will use the firm's data, technology, and physical resources solely for authorized business purposes. I understand that my obligation to maintain confidentiality remains in effect even after my employment or association with the firm ends.

**5. Compliance with Internal Policies**

I have read and understood the firm's internal handbook regarding data security and ethical standards. I agree to report any potential breaches of confidentiality or ethical concerns to the appropriate supervisor immediately.

By signing this letter, I affirm my dedication to protecting the reputation of [Firm Name] and the interests of its clients.

Sincerely,

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[Employee Signature]

[Employee Printed Name]  
[Job Title]