

# Basic Employee Secrecy Contract

## 1. Confidential Information

The Employee acknowledges that during their employment with the Company, they may have access to confidential and proprietary information, including but not limited to trade secrets, business plans, client data, financial information, and other sensitive materials ("Confidential Information").

## 2. Non-Disclosure

The Employee agrees not to disclose, share, or use any Confidential Information for any purpose other than the fulfillment of their job responsibilities, both during and after the term of their employment with the Company.

## 3. Return of Materials

Upon termination of employment, the Employee shall immediately return all documents, files, and other materials containing or related to Confidential Information to the Company.

## 4. Duration

This agreement and the obligations herein remain in effect during the Employee's employment and for a period of two (2) years thereafter.

## 5. Governing Law

This contract shall be governed and construed in accordance with the laws of [Insert Jurisdiction].

By signing below, the Employee acknowledges and agrees to the terms set above.

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Employee Signature

Date: \_\_\_\_\_

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Company Representative

Date: \_\_\_\_\_