[DATE]  
  
[CONTACT NAME]  
[ADDRESS]  
[SECOND ADDRESS]   
[POSTAL CODE]   
  
  
  
**RE:** **LETTER TO NEW EMPLOYER OF [NAME OF FORMER EMPLOYEE] – NON-DISCLOSURE**  
  
**To Whom It May Concern:**We are aware that [NAME OF FORMER EMPLOYEE] has decided to join your company. We would like to inform you of the following facts:

1. During [HIS/HER] employment with us, [NAME OF FORMER EMPLOYEE] had access to our trade secrets including, but not limited to, advanced information about [SPECIFY].
2. In connection with [HIS/HER] employment, [NAME OF FORMER EMPLOYEE] signed an Employment Agreement in which [HE/SHE] promised not to disclose or utilise any of our trade secrets without our permission. The Agreement remains in full force and effect.
3. At the time [NAME OF FORMER EMPLOYEE] left our company, [HE/SHE] was informed of [HIS/HER] continuing obligations under the Employment Agreement and [HE/SHE] signed an acknowledgement of such obligations, a copy of which is enclosed.
4. We are confident that [NAME OF FORMER EMPLOYEE] intends to comply with [HIS/HER] obligations and respect our trade secrets. We also trust that your company will not put [HIM/HER] in a position that risks disclosure of our trade secrets.

Should you have any questions/concerns regarding these matters, we will be happy to provide any clarification you need. In addition, if at any time you wish to know whether the information provided to you by [NAME OF FORMER EMPLOYEE] is a trade secret owned by us, we will be happy to work out a procedure for lawfully providing you with this information.  
  
  
Kind Regards,

[YOUR NAME]  
[YOUR TITLE]  
[YOUR PHONE NUMBER]  
[YOUREMAIL@YOURCOMPANY.COM]