

(print on letterhead)

Dear (name of new employee):

We are pleased to offer you a position of (job title) at (name of company).

Before entering our employment (as a condition for continued employment), (name of company) requires employees to understand and agree to the following provisions:

1. During my employment with (name of company) I will not independently accept, nor work on (graphic design/writing/illustration) assignments for payment, except as may be approved by (principal's name) or his (her) designee.
2. During my employment with (name of company) or thereafter at any time I will not disclose to others or use for my own benefit any trade secrets or confidential information pertaining to any of the business activities of (name of company), or its clients.
3. Upon termination of employment for any cause whatsoever, I will not continue to work on assignments that I began at (name of company), except as may be approved by (principal's name) or his (her) designee.
4. Within 180 days (six months) of termination of employment for any cause whatsoever, I will not solicit nor accept work from any individual or firm that has been a client of (name of company) within the past year, except as may be approved by (principal's name) or his (her) designee.
5. Upon termination of my employment for any cause whatsoever, I will surrender to (name of company) in good condition any and all records or tools in my possession regarding the company's business, suppliers, prospects, and clients. Further, I will not make nor retain copies of these records, including but not limited to computer software.

If signed, this becomes a legally binding agreement. If you do not understand it, seek competent advice.

Sincerely,

(name)  
Principal

I fully understand and agree to the above mentioned employment requirements.

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