

OFFICIAL COMMUNICATION MEMO

The **Canales Franchise LLC and Canales associate's** will be agreeing to this form as a purpose to preventing the unauthorized disclosure of confidential information. This form is in relating to the WhatsApp Chat and the already instated Non-Disclosure Agreement. No matters should be disclosed for any reason about company's plans, company's memos, associate's personal number, etc.

The **Canales Associate** agrees that they shall not, at any time during or following his or her employment by the company, disclose, for any purpose any confidential information which has been obtained through the WhatsApp chat. The **Canales Furniture** associate further agrees that he or she will not use the company's confidential information to engage or participate in any activities which may conflict with the best interest of the company.

Thank you for your hard work, dedication, and commitment to Canales Furniture's family.

Employee Signature

Date

Print Name

Phone Number

Corporate Representative Name

Date