Notification about treating your invention as a trade secret

[internal Reference Number]

Dear inventor(s),

Please be informed of the decision that your invention will be kept as a trade secret and not be published as a [patent or utility model] application. Your invention has been rated as a highly confidential and proprietary for our company’s business. Keeping this invention as a trade secret will provide highly economic values to our business and competitive advantage.

Optional: [Please note that in this case you are entitled to the incentive payments, just like with other Intellectual Property rights.]

Optional: [Attached you will find the non-disclosure agreement for the trade secret. Please send the signed agreement to [E-mail address]].

For any questions feel free to contact your responsible IP Professional [Name, Lastname].

Best regards

[Name, Lastname]

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Date Name

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Signature