

Coachees name:

Coachees Address 1

Coachees Address 2

Coachees Address 3

Coachees Address 4

Coachees Address 5

Dear *Insert coachees name here*

*Coach name or company* has been retained by your employer to provide you with a number of coaching sessions. I look forward to working with you throughout our sessions.

To make the most of our meetings, I would like you to be free to disclose as much information about yourself, your career and your personal ambitions and areas where you think I can help you to make the most of our time together.

In doing so, I appreciate that you will be disclosing information to me which you may not want repeated to your employer.

Please therefore accept this letter as confirmation that I will not disclose to your employer or to *Coach name or company* any confidential information which you disclose to me during our sessions which shall include sensitive information such as details regarding your health, private life, aspirations in terms of both personal and career objectives, any difficulties you may have been having at work and any feedback you may wish to share with me regarding your employer or other work colleagues.

I would like you to get as much out of the sessions as possible and therefore the above and anything else that you specifically say is confidential shall be kept strictly between the two of us.

Any information that you do disclose to me will only be used for the purpose of carrying out the coaching sessions with you.

The only exception to this will be if I am required to disclose such information by law, court order or any government or regulatory authority.

I look forward to working with you.

Kind regards.

Yours sincerely

*Print coach name here*