

DATE: [Date]

TO: [Name of Custodian/Employee/Department]

FROM: [Name of Legal Counsel/Manager]

SUBJECT: LEGAL HOLD NOTICE: Preservation of Electronically Stored Information (ESI)

1. PURPOSE

This notice is to inform you of a formal legal hold regarding [Name of Matter/Litigation]. You are identified as a custodian of records that may be relevant to this matter. You must take immediate action to preserve all Electronically Stored Information (ESI) as described below.

2. DEFINITION OF ESI

ESI includes, but is not limited to:

- Emails and attachments
- Word processing documents and spreadsheets
- Text messages and instant messages
- Voicemails and audio recordings
- Databases and server logs
- Social media content
- Information stored on local hard drives, mobile devices, and cloud storage

3. SCOPE OF PRESERVATION

You are required to preserve all data related to: [Insert Specific Topics, Date Ranges, or Keywords].

4. MANDATORY ACTIONS

- **Do Not Delete:** You must immediately stop all deletion, overwriting, or destruction of relevant ESI.
- **Disable Auto-Delete:** Suspend any automated functions that delete or recycle old emails or files.
- **Maintain Hardware:** Do not discard, exchange, or wipe any computers or mobile devices currently in your possession.
- **Storage:** Keep all relevant data in its original format with all metadata intact.

5. DURATION

This preservation obligation is ongoing. You must continue to preserve this information until you receive a written release from the Legal Department.

6. ACKNOWLEDGMENT

Please reply to this message or sign below to acknowledge that you have read, understand, and will comply with these preservation instructions.

Signature

Date