

DATE: [Date]

TO: [Executive Name/Department Head]

FROM: [Legal Department/Compliance Officer]

SUBJECT: URGENT: NOTICE OF LEGAL HOLD AND EVIDENCE PRESERVATION REQUIREMENTS

1. PURPOSE

This advisory serves as a formal notification regarding your obligations to preserve all information related to [Case Name/Project Name/Investigation Type]. You are hereby instructed to suspend all routine document destruction policies effective immediately.

2. SCOPE OF PRESERVATION

You must preserve all relevant materials, whether in paper or electronic form (ESI), including but not limited to:

- Emails, instant messages, and internal chats.
- Draft and final versions of contracts and reports.
- Financial records and transaction logs.
- Calendar entries and meeting minutes.
- Data stored on mobile devices, cloud servers, and backup tapes.

3. EVIDENCE SPOILIATION WARNING

Spoilation is the intentional or negligent destruction, alteration, or concealment of evidence. Failure to comply with this preservation mandate may result in severe legal consequences, including:

- Court-ordered monetary sanctions.
- Adverse inference instructions (where the jury is told to assume the destroyed evidence was harmful to the company).
- Dismissal of claims or entry of default judgment.
- Professional disciplinary action or termination of employment.

4. ACTION REQUIRED

To ensure corporate compliance, you must:

1. Identify all personnel under your supervision who may possess relevant data.
2. Deactivate "auto-delete" or "recycling bin" functions for relevant electronic folders.
3. Cease the disposal of any physical files related to this matter.
4. Confirm receipt of this advisory by signing and returning the attached acknowledgement form by [Date].

5. DURATION

This hold remains in effect until you receive written notification from the Legal Department explicitly releasing you from these preservation obligations.

Direct all inquiries regarding the technical or legal aspects of this hold to [Contact Name/Extension].

[Name of Authorized Official]

[Title]

[Company Name]