

URGENT LEGAL NOTICE: RISK OF SPOLIATION SANCTIONS

DATE: [Insert Date]

TO: [Insert Name of Department Head/IT Director/Executive]

FROM: [Insert Name of Risk Manager/Legal Counsel]

RE: MANDATORY PRESERVATION OF EVIDENCE - [Insert Case Name/Reference Number]

1. PURPOSE

The purpose of this letter is to formally advise you of our legal obligation to preserve all evidence related to [Insert Project/Incident]. Failure to comply with these requirements may result in severe "spoliation sanctions" imposed by a court of law.

2. DEFINITION OF SPOLIATION

Spoliation occurs when a party destroys, alters, or fails to preserve evidence that is relevant to ongoing or foreseeable litigation. Courts view the loss of such evidence as an interference with the administration of justice.

3. POTENTIAL SANCTIONS

Failure to preserve data can lead to significant penalties, including:

- **Adverse Inference Instructions:** The judge tells the jury to assume the destroyed evidence would have been harmful to our case.
- **Monetary Fines:** Significant court-ordered penalties and payment of the opposing party's legal fees.
- **Exclusion of Evidence:** The court may prevent us from using our own favorable evidence.
- **Default Judgment:** The court may rule automatically in favor of the opposing party.

4. IMMEDIATE ACTIONS REQUIRED

- **Suspend Deletion:** Immediately stop all automated data deletion, overwriting of backup tapes, and document shredding protocols related to this matter.
- **Identify Data Sources:** Locate all relevant emails, text messages, physical files, and electronic logs.
- **Secure Hardware:** Ensure that any computers, mobile devices, or servers used by key personnel are not wiped or repurposed.

5. DURATION OF HOLD

This preservation requirement remains in effect until you receive written notification from the Legal Department that the "Litigation Hold" has been officially lifted.

6. ACKNOWLEDGMENT

Please reply to this email or sign below to acknowledge that you have received this notice and have implemented the necessary steps to prevent the destruction of evidence.

Recipient Signature / Date