

DATE: [Insert Date]

TO: [Insert Name of Employee/Department]

FROM: [Insert Name/Legal Department]

SUBJECT: LEGAL HOLD NOTICE: PRESERVATION OF DOCUMENTS AND DATA

1. PURPOSE

The purpose of this notice is to instruct you to preserve all documents and electronic data related to [Insert Project Name, Legal Matter, or Case Name]. This hold is effective immediately.

2. SCOPE OF PRESERVATION

You are required to retain all information relating to the following topics:
[Insert specific description of subject matter, date ranges, and key individuals involved].

3. TYPES OF DATA TO PRESERVE

This preservation requirement applies to all formats, including but not limited to:

- Physical files, paper documents, and handwritten notes.
- Emails, instant messages, and calendar entries.
- Word documents, spreadsheets, and presentations.
- Database records and server logs.
- Information stored on mobile devices, cloud storage, or external drives.

4. SUSPENSION OF DELETION

You must immediately suspend any automated deletion, recycling, or overwriting routines that would otherwise destroy information covered by this hold. Do not delete, destroy, or alter any relevant data.

5. DURATION

This legal hold will remain in effect until you receive a formal written notice from the Legal Department stating that the hold has been released.

6. ACKNOWLEDGMENT

Please acknowledge receipt of this notice by signing below and returning it to [Insert Contact Name] by [Insert Date].

Signature

Date