

[Attorney Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

[Employer Name]
[Attention: Human Resources / Legal Department]
[Address]
[City, State, Zip Code]

RE: Notice of Representation and Formal Demand for Preservation of Evidence

Dear [Name of Contact Person or Department],

Please be advised that this office represents [Client Name] regarding [his/her/their] employment with [Employer Name] and legal claims arising from [briefly state nature of claim, e.g., wrongful termination, discrimination, harassment].

Notice of Representation

Effective immediately, all further communication regarding this matter must be directed to my office. You are instructed not to contact my client directly regarding these claims.

Preservation of Evidence

This letter serves as a formal demand that [Employer Name] take all necessary steps to preserve and prevent the destruction, alteration, or deletion of all evidence relevant to this matter. This preservation obligation applies to all documents, data, and tangible things, including but not limited to:

- Personnel files, performance reviews, and disciplinary records for [Client Name].
- Internal communications, including emails, instant messages (Slack, Teams, etc.), and text messages regarding [Client Name].
- Payroll records, time sheets, and compensation data.
- Employment handbooks, policies, and procedures in effect during the period of employment.
- Investigation files, witness statements, and interview notes related to [Client Name]'s complaints or termination.
- Electronic metadata, server logs, and backup tapes containing relevant communications.
- Video surveillance footage or building entry logs from [Date Range].

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing by [Date] that you have issued a formal "litigation hold" to all relevant employees and IT personnel to ensure these materials are secured.

Sincerely,

[Attorney Signature]

[Printed Attorney Name]

[Law Firm Name]