

CONFIDENTIAL / ATTORNEY-CLIENT PRIVILEGE

TO: [Employee Name/Department]

FROM: [Legal Counsel/Compliance Officer]

DATE: [Date]

SUBJECT: LEGAL HOLD NOTICE: [Project/Matter Name]

1. PURPOSE

The [Company Name] Legal Department has issued this Litigation Hold. We are involved in or reasonably anticipate litigation or an investigation regarding [Brief Description of Matter]. You have been identified as a person who may possess documents or data relevant to this matter.

2. YOUR LEGAL DUTY

You must preserve all documents, data, and tangible things (collectively "Information") that relate to the subject matter described above. You must not delete, destroy, alter, or discard any relevant Information, even if it is your normal practice to do so.

3. SCOPE OF INFORMATION TO PRESERVE

This hold applies to Information created from [Start Date] to the present, including but not limited to:

- Emails and calendar entries
- Word documents, spreadsheets, and presentations
- Instant messages, SMS, or chat logs (e.g., Slack, Teams)
- Handwritten notes and paper files
- Voicemails and audio recordings

4. STOP AUTOMATIC DELETION

You must immediately suspend any "auto-delete" or "auto-archive" functions on your computer, mobile device, or personal folders that might affect relevant files.

5. CONFIDENTIALITY

This notice and the underlying matter are confidential. You should not discuss this Litigation Hold with anyone other than Legal Counsel or your direct supervisor.

6. ACKNOWLEDGMENT

Please reply to this email or sign below to confirm that you have received this notice, understand your obligations, and have taken the necessary steps to preserve the requested Information.

Signature

Date

If you have any questions regarding what to preserve, contact [Name] at [Email/Phone].