

DATE: [Date]

TO: [Employee Name]

FROM: [Company Name / Legal Department]

SUBJECT: NOTICE OF OBLIGATION TO PRESERVE ELECTRONICALLY STORED INFORMATION (ESI)

Dear [Employee Name],

In connection with your departure from [Company Name] effective [Date], this letter serves as a formal notice regarding your ongoing obligation to preserve Electronically Stored Information (ESI) and company records.

1. Duty to Preserve: You are instructed to preserve all documents, data, and ESI in your possession, custody, or control that relate to [Specific Project/Litigation/Company Business]. You must not delete, destroy, alter, or conceal any such information.

2. Scope of Information: This preservation notice includes, but is not limited to:

- Emails and attachments (both work and personal accounts if used for business).
- Files stored on company laptops, mobile devices, or tablets.
- Cloud storage data (e.g., Dropbox, Google Drive, OneDrive).
- Text messages, instant messages, and voicemails.
- Drafts, notes, and calendar entries.

3. Return of Property: Please ensure that all company-owned hardware and external storage media (USBs, hard drives) are returned to [Department Name] by [Time/Date]. Do not perform a "factory reset" or wipe any device prior to return.

4. Suspension of Auto-Delete: You are directed to disable any "auto-delete" or "recycling" features on personal devices or accounts that contain company-related data.

Failure to comply with this preservation notice may result in legal consequences. If you have any questions regarding which specific files must be preserved, please contact [Contact Name] at [Phone/Email].

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Name]

[Title]

ACKNOWLEDGMENT:

I hereby acknowledge that I have received this ESI Preservation Notice and understand my obligations.

Signature: _____ Date: _____