

URGENT LEGAL MATTER: NOTICE OF LITIGATION HOLD

TO: [Name of Employee/Individual]

FROM: [Name of Legal Counsel/Company Representative]

DATE: [Insert Date]

RE: Preservation of Social Media and Electronic Evidence regarding [Case Name or Description]

Dear [Name],

The company is currently involved in [or anticipates] legal proceedings regarding [Brief Description of Matter]. You have been identified as a person who may possess information relevant to this matter.

Effective immediately, you are required to preserve all information, data, and communications related to [Subject Matter] contained within your social media accounts. This include, but is not limited to:

- Public and private profile information.
- Status updates, wall posts, and "tweets."
- Private messages, direct messages (DMs), and instant chats.
- Photos, videos, and audio recordings.
- Comments, "likes," and shares.
- Metadata associated with any of the above.

This preservation requirement applies to the following platforms: [List platforms, e.g., Facebook, LinkedIn, X/Twitter, Instagram, WhatsApp, etc.].

DO NOT DELETE: You must not delete, hide, modify, or "scrub" any content or accounts. You must disable any auto-delete or "vanishing message" settings on these platforms immediately.

Failure to comply with this notice may result in severe legal penalties for you and the company, including court-ordered sanctions or adverse inferences during trial.

Please sign and return this acknowledgment form by [Date] to confirm you have received this notice and intend to comply.

Signature

Date