

DATE: [Insert Date]

TO: [Employee Name]

EMPLOYEE ID: [Insert ID]

DEPARTMENT: [Insert Department]

SUBJECT: LEGAL HOLD NOTICE - Preservation of Social Media Data

Dear [Employee Name],

This letter serves as a formal notice that [Company Name] is currently involved in a legal matter regarding [Briefly Mention Case/Project Name if applicable]. You have been identified as an individual who may possess information relevant to this matter.

Effective immediately, you are required to preserve and refrain from deleting any data, content, or communications related to your professional duties or the aforementioned matter hosted on social media platforms. This includes, but is not limited to:

- LinkedIn profiles and private messages
- Twitter/X posts, threads, and direct messages
- Facebook posts, comments, and Messenger history
- Instagram posts and direct messages
- Professional blogs or forum contributions
- Any other social networking sites used for business purposes

Required Actions:

- Do not delete any posts, comments, or media (photos/videos) related to [Company Name].
- Do not delete direct messages or chat histories involving clients, partners, or colleagues.
- Disable any "auto-delete" or "expiring message" settings on these platforms.
- Suspend any routine data cleanup or archiving activities on these accounts.

This preservation obligation applies to both company-issued devices and personal devices if they were used to conduct company business. This notice remains in effect until you receive a formal written release from the Legal Department.

Failure to comply with this preservation order may result in legal sanctions against the company and disciplinary action against you.

Please acknowledge receipt of this notice by signing below and returning a copy to the Legal Department by [Insert Date].

Sincerely,

[Name of Legal Representative/Officer]
[Title]
[Company Name]

ACKNOWLEDGMENT:

I hereby acknowledge that I have received this Data Preservation Letter and understand my obligations to preserve the requested information.

Signature: _____ Date: _____