

DATE: [Current Date]

TO: [IT Department / Cloud Administrator Name]

FROM: [Human Resources / Legal Department]

SUBJECT: Formal Preservation Notice: Cloud Storage Account of [Former Employee Name]

This letter serves as a formal request to preserve and secure all data associated with the cloud storage accounts of the following former employee:

- **Employee Name:** [Full Name]
- **Employee ID:** [ID Number]
- **Email Address:** [Company Email Address]
- **Termination Date:** [Date]

Please take immediate steps to ensure that all files, folders, shared drives, and metadata within the following platforms are placed on a legal hold or administrative preservation status:

- [e.g., Google Drive / OneDrive / Dropbox Business]
- [e.g., Adobe Creative Cloud Assets]
- [e.g., Slack Files / Project Management Attachments]

Required Actions:

1. Disable user access to the account if not already completed.
2. Suspend any automated deletion policies or data retention expiration rules for this specific account.
3. Do not delete, modify, or overwrite any existing data or version history.
4. Ensure that shared files owned by this user remain accessible to the department but are protected from permanent deletion.

This data must be preserved until further notice for [e.g., business continuity / compliance / legal purposes]. Please confirm via email once these preservation measures have been implemented.

Regards,

[Your Signature]

[Your Printed Name]

[Your Job Title]