

[Date]

[Employer Name]

[Employer Address]

[City, State, Zip Code]

**Re: NOTICE TO PRESERVE EVIDENCE - DO NOT DESTROY**

Dear [Name of Contact or HR Director],

This letter serves as a formal demand for [Employer Name] to preserve all documents and data related to the employment and potential legal claims of [Employee Name].

Specifically, you are required to take immediate action to prevent the deletion or destruction of communications stored on ephemeral messaging applications, including but not limited to Signal, WhatsApp, Telegram, Slack, and Microsoft Teams.

You are hereby directed to:

- Suspend all auto-delete, disappearing message, or "burn-on-read" functions for all accounts used by relevant supervisors, managers, and employees.
- Ensure that "disappearing messages" settings are disabled for any conversation threads concerning [Employee Name].
- Preserve all metadata, encrypted logs, and cloud backups associated with these messaging platforms.
- Instruct all relevant personnel to cease the use of ephemeral messaging for work-related matters until further notice.
- Prevent the wiping, resetting, or disposal of mobile devices (company-issued or personal-use-for-work) used for these communications.

Failure to comply with this preservation request may result in legal sanctions for the spoliation of evidence. Please confirm in writing within [Number] days that these preservation measures have been implemented.

Sincerely,

[Your Name/Law Firm Name]

[Contact Information]