

## URGENT LEGAL NOTICE: PRESERVATION OF ELECTRONIC EVIDENCE

To: [Name of Individual/Employee]

From: [Legal Department/Company Name]

Date: [Date]

Subject: Notice to Preserve Data - Personal Devices and Ephemeral Messaging

Dear [Name],

You are hereby notified that [Company Name] is involved in a legal matter regarding [Case Name/Reference]. You have been identified as a person who may possess information relevant to this matter.

### 1. Scope of Preservation

You must immediately take steps to preserve all data, documents, and communications related to [Specific Subject Matter/Date Range]. This includes information stored on your personal devices (mobile phones, tablets, laptops) used for work purposes under the company's Bring Your Own Device (BYOD) policy.

### 2. Ephemeral Messaging Applications

This preservation requirement specifically includes communications on "ephemeral" or "auto-delete" messaging applications, including but not limited to:

- WhatsApp
- Signal
- Telegram
- Slack (Direct Messages)
- [List other relevant apps]

### 3. Immediate Actions Required

You are strictly prohibited from deleting any messages or media related to company business.

You must immediately perform the following on all such applications:

- **Disable "Disappearing Messages":** Turn off any settings that automatically delete messages after a certain period.
- **Disable "Auto-Delete":** Ensure no automated cleanup scripts or settings are active.
- **Suspend Manual Deletion:** Do not manually delete individual messages, threads, or attachments.
- **Cancel Off-boarding/Wiping:** If you were planning to upgrade your device or factory reset it, you must wait for written clearance from the Legal Department.

### 4. Duration of this Notice

This preservation hold remains in effect until you receive written notice that it has been released. Failure to comply with this notice may result in legal sanctions against you and the company, as well as disciplinary action up to and including termination.

Please acknowledge receipt of this letter by signing below and returning it to [Department/Contact Person] by [Date].

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Signature

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Date