[Date]

[Partner Name]
[Home Address]
[City, State, Zip Code]

Subject: Notification of Personnel File Preservation and Obligations

Dear [Partner Name],

In connection with your departure from [Firm Name] effective [Date], this letter serves as formal notification regarding the preservation of your personnel records and your ongoing obligations to the firm.

Please be advised that the firm has placed a preservation hold on all records related to your partnership and employment. This includes, but is not limited to:

- Personnel files and performance evaluations.
- Compensation, capital account, and draw records.
- Internal communications, including emails and instant messages.
- Client matter lists and billing records.

Consistent with the Partnership Agreement, we remind you of your continuing obligations regarding:

- **Confidentiality:** You must maintain the confidentiality of all proprietary firm information and client data.
- **Firm Property:** All firm-issued devices, files, and original client documents must be returned by [Return Date].
- **Data Integrity:** You are instructed not to delete, alter, or destroy any firm-related data or communications stored on personal or firm-issued devices.

The firm will retain your personnel file in accordance with statutory retention periods and firm policy. Should you require copies of specific documents permitted under state law, please submit a written request to the Human Resources Department.

We wish you success in your future endeavors.

Sincerely,

[Signature]
[Name of Managing Partner or HR Director]
[Firm Name]