[Date]

[Name of Law Firm Partner/Owner]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: LEGAL NOTICE TO PRESERVE EVIDENCE

Dear [Name of Recipient],

This letter serves as a formal demand for [Law Firm Name] to preserve all evidence related to my employment and the subsequent termination of my position as a Paralegal on [Date of Termination].

In anticipation of potential litigation regarding wrongful termination, you are required to retain and prevent the destruction, alteration, or deletion of the following materials:

- My complete personnel file, including performance reviews and disciplinary records.
- All emails, internal memos, and instant messages (Slack, Teams, etc.) referencing my performance, conduct, or termination.
- Time records, billing entries, and productivity reports related to my work.
- Payroll records, benefits information, and any employment agreements.
- Any recordings or notes from the termination meeting.
- Firm policies, employee handbooks, and organizational charts in effect during my tenure.

This preservation demand includes all electronic data (ESI) stored on firm servers, cloud storage, hard drives, and mobile devices. Please ensure that all automated deletion or "scrubbing" protocols for these files are immediately suspended.

Failure to comply with this request may lead to legal sanctions for spoliation of evidence.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]