SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To:
[Name of Managing Partner or HR Director]
[Law Firm Name]
[Address]
[City, State, Zip Code]

Re: NOTICE TO PRESERVE EVIDENCE

Dear [Name],

I am writing to formally notify [Law Firm Name] of my intent to pursue legal claims regarding workplace discrimination, harassment, and/or retaliation based on my [protected characteristic, e.g., age, race, gender, disability] during my employment as a Legal Secretary.

This letter serves as a formal demand that [Law Firm Name] preserve all evidence related to my employment and the allegations of discrimination. This preservation notice applies to all documents, data, and information in the firm's possession, custody, or control, including but not limited to:

- My complete personnel file, including performance evaluations, disciplinary records, and payroll data.
- All internal and external communications (emails, instant messages, SMS, and voicemails) mentioning my name, job performance, or the circumstances of my [termination/resignation/demotion].
- Calendar entries, meeting notes, and handwritten logs related to my supervision.
- Firm policies, employee handbooks, and anti-discrimination training records in effect during my tenure.
- Personnel files and disciplinary records of other employees in similar positions for comparative analysis.
- Any recordings or transcripts of meetings in which I was a participant.

You are further instructed to suspend any routine document destruction policies, including the automated deletion of emails or the overwriting of electronic backup tapes, that may result in the loss of relevant information.

Failure to preserve this evidence may result in legal sanctions for spoliation of evidence. Please acknowledge receipt of this letter in writing and confirm that the necessary litigation hold has been implemented.

Sincerely,

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