[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Recipient/HR Director]
[Company Name]
[Address]
[City, State, Zip Code]

RE: LEGAL LITIGATION HOLD AND NOTICE TO PRESERVE EVIDENCE

Dear [Recipient Name],

This firm represents [Client Name] in connection with claims of [Retaliation/Whistleblowing] arising from [Briefly Mention Incident or Disclosure].

This letter serves as a formal demand for [Company Name] to preserve all records and data related to [Client Name]'s employment. We specifically demand the preservation of the complete personnel file, including but not limited to:

- Performance evaluations, reviews, and disciplinary records.
- Internal memoranda, notes, and correspondence regarding [Client Name]'s job performance or conduct.
- All communications (emails, text messages, Slack logs) between management regarding [Client Name]'s whistleblowing activities.
- Payroll records, benefit information, and attendance logs.
- Records of any internal investigations related to the reports made by [Client Name].
- Termination notices and exit interview notes.

Under applicable law, you have a duty to preserve potentially relevant evidence when litigation is reasonably anticipated. You are hereby directed to suspend any routine data destruction policies, including the overwriting of electronic media or the shredding of physical files, that might pertain to this matter.

Furthermore, pursuant to [State/Federal Statute, e.g., California Labor Code 1198.5], we formally request a complete copy of [Client Name]'s personnel file and payroll records be delivered to our office within [Number] days.

Please confirm in writing that you have received this notice and have taken the necessary steps to implement this litigation hold.

Sincerely,

[Your Signature]
[Your Printed Name]
[Title]