URGENT NOTICE: EVIDENCE PRESERVATION ORDER

TO: [Employee Name]

FROM: [Company Name / Legal Counsel]

DATE: [Current Date]

RE: Preservation of Documents and Electronic Data Regarding Breach of Fiduciary Duty

Dear [Employee Name],

This letter serves as a formal notice that [Company Name] is initiating an investigation into a potential breach of fiduciary duty and/or breach of the duty of loyalty regarding your conduct during your employment. You are hereby directed to preserve all documents, data, and information related to your employment and any outside business activities.

You must not delete, alter, hide, or destroy any records, whether in physical or electronic form, including but not limited to:

- Emails (both company and personal accounts used for business purposes).
- Instant messages, SMS, and WhatsApp communications.
- Client lists, lead logs, and contact information.
- Financial records, invoices, and bank statements.
- Cloud storage data (Dropbox, Google Drive, etc.).
- Proprietary software, trade secrets, or confidential business strategies.
- External storage devices (USB drives, external hard drives).

This preservation obligation applies to all devices in your possession, including personal cell phones, home computers, and laptops. You are further instructed to cease any activity that may result in the automatic deletion or overwriting of data (such as "auto-delete" settings or "cleaning" software).

Failure to comply with this preservation request may result in severe legal consequences, including claims for spoliation of evidence and increased liability in subsequent litigation.

Please acknowledge receipt of this letter by signing and returning a copy to [Name/Department] by [Time/Date].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

I, [Employee Name], hereby acknowledge receipt of this Preservation Letter and understand my obligations to preserve all relevant data.

Signature: _____ Date: _____