CONFIDENTIAL MEMORANDUM

TO: [Human Resources Director / Custodian of Records]

FROM: [Legal Counsel / Executive Management]

DATE: [Insert Date]

SUBJECT: LEGAL HOLD: Preservation of Personnel Records - [Former Employee Name]

Dear [Name],

This memorandum serves as a formal notice to place a legal hold on all records and data related to the former employee identified below, pending an investigation into potential breaches of restrictive covenants, including client poaching and solicitation.

Subject Name: [Former Employee Full Name]
Termination/Resignation Date: [Date]

Required Actions:
Effective immediately, you are directed to identify, locate, and preserve all documents and electronic data related to this individual. Do not destroy, delete, alter, or modify any records, including but not limited to:

- Complete physical personnel file (contracts, non-compete agreements, and non-disclosure agreements).
- All email correspondence (internal and external) for the period of [Start Date] to present.
- Hard drives, laptops, tablets, and mobile devices issued to the employee.
- Remote access logs, VPN logs, and server access records.
- Client contact lists, CRM activity logs, and call records.
- Training records and signed acknowledgments of company policies.
- Internal messaging logs (e.g., Slack, Teams).
- Expense reports and travel logs.

Duration of Hold:
This preservation order remains in effect until you receive written notice from the Legal Department releasing the hold. Any routine document destruction protocols pertaining to these specific records must be suspended immediately.

Please confirm receipt of this memorandum and your compliance with these instructions by signing below and returning a copy to [Department Name].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Acknowledgment of Receipt:

Signature: _____ Date: _____