PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

DATE: [Date]

TO: [Employee Name/Department Name]

FROM: [General Counsel / Defense Counsel Name]

RE: LEGAL HOLD NOTICE AND RECORD PRESERVATION ORDER

1. PURPOSE
The Firm is currently involved in a legal matter regarding a claim of legal malpractice related to: [Case Name/Matter Description]. You are being identified as a person who may possess documents or information relevant to this matter.

2. YOUR LEGAL OBLIGATION
You have a legal obligation to preserve all information, documents, and data relating to the aforementioned matter. You must not delete, destroy, alter, or discard any relevant information, whether in paper or electronic form.

3. SCOPE OF PRESERVATION
This hold applies to all records created or received between [Start Date] and [End Date/Present], including but not limited to:

- Emails, calendar entries, and instant messages (Slack, Teams, etc.).
- Physical files, handwritten notes, and notebooks.
- Drafts of legal documents, pleadings, and correspondence.
- Time entry records and billing statements.
- Internal memoranda and file notes.
- Voicemails and text messages on firm-issued or personal devices used for work.

4. ELECTRONIC DATA PROTECTION
Please disable any "auto-delete" or "auto-archive" functions on your email and personal folders that might impact relevant data. Do not attempt to "clean up" your files or move them to external storage devices without prior authorization from the Legal Department.

5. CONFIDENTIALITY
This notice and the underlying legal matter are strictly confidential. You are instructed not to discuss this matter with any third parties or colleagues, except for the purpose of identifying and preserving records as requested here.

6. ACKNOWLEDGMENT
Please sign and return a copy of this notice to [Contact Person] by [Deadline Date] to confirm that you have read, understood, and will comply with these instructions.

Employee Signature: _____

Date: _____