[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Re: Notice of Personnel File Preservation and Records Custody

Dear [Employee Name],

As you are aware, [Law Firm Name] (the "Firm") is currently undergoing a formal dissolution process, effective [Dissolution Date].

In accordance with state and federal labor laws, as well as professional responsibility standards, this letter serves to inform you of the status and preservation of your personnel records. Although the Firm is ceasing operations, your personnel files-including payroll records, tax documentation, performance evaluations, and employment history-will be maintained for the legally required retention period.

Please be advised of the following regarding your records:

- **Custodian of Records:** [Name of Custodian or Successor Entity] has been appointed as the custodian of personnel records.
- **Retention Period:** Your files will be preserved for a period of [Number] years from the date of your separation or the firm's dissolution.
- **Access Requests:** Should you require copies of your records or employment verification in the future, please direct your inquiries to [Contact Name/Email/Phone Number].

If you have moved recently, please provide your current mailing address to [Contact Person] by [Date] to ensure that final tax documents (such as Form W-2) are delivered correctly.

We thank you for your service to the Firm and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Managing Partner or Liquidating Receiver]
[Title]
[Law Firm Name, in Dissolution]