URGENT NOTICE: EVIDENCE PRESERVATION ORDER

Date: [Insert Date]

To: [Custodian of Records / Human Resources Director]
[Company Name]
[Company Address]

Re: Formal Demand for Preservation of Personnel Records and Evidence

To [Name of Contact Person],

This letter serves as a formal notice regarding a potential legal claim involving a breach of confidentiality concerning the personnel file of [Employee Name].

You are hereby directed to preserve and maintain all evidence, documents, and data-whether in physical or electronic format-related to the unauthorized access, disclosure, or distribution of [Employee Name]'s personnel records. This preservation obligation includes, but is not limited to:

- The complete original personnel file of [Employee Name].
- Access logs, sign-in sheets, or digital audit trails showing who viewed or retrieved the file.
- All internal and external communications (emails, memos, instant messages) regarding the disclosure.
- Computer hard drives, servers, and cloud storage accounts of individuals involved in the breach.
- Any disciplinary records or investigation reports related to this specific breach of confidentiality.
- Company policies regarding data privacy, confidentiality, and employee record handling in effect at the time of the incident.

You are further instructed to immediately suspend any routine document destruction, "recycling," or automated data deletion policies that may affect the records described above.

Failure to comply with this preservation demand may result in legal sanctions for spoliation of evidence.

Sincerely,

[Your Name / Legal Counsel Name]
[Your Title]
[Your Phone Number]
[Your Email Address]