TO: [Employee Name]

FROM: [Managing Partner Name]

DATE: [Date]

SUBJECT: LEGAL HOLD AND DOCUMENT PRESERVATION DIRECTIVE

Dear [Employee Name],

This directive serves as a formal notification that [Company Name] is involved in a legal matter regarding [Subject/Project Name]. You have been identified as a person who may possess documents or data relevant to this matter.

Effective immediately, you are directed to preserve all records, documents, and data (including electronic communications) that relate to [Specific Topic/Timeframe].

Your Obligations:

- **Do Not Delete:** You must not delete, destroy, alter, or discard any relevant information, whether in paper or electronic format.
- **Suspend Auto-Delete:** Disable any automated "cleanup" or "auto-delete" functions on your email or personal filing systems related to this matter.
- **Scope:** This includes, but is not limited to, emails, calendar entries, text messages, drafts, spreadsheets, and handwritten notes.
- **Confidentiality:** This directive is confidential. Do not discuss this matter or this preservation request with any third parties or other employees except as authorized by legal counsel.

Failure to comply with this directive may result in serious legal consequences for the firm and disciplinary action for the individual involved.

Please acknowledge receipt of this directive by signing below and returning a copy to [Department/Person].

Sincerely,

[Signature]

[Managing Partner Name]
Managing Partner
[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received and read this Preservation Directive and agree to comply with its terms.

_____
[Employee Signature]

Date: _____