[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: LEGAL HOLD AND NOTICE TO PRESERVE EVIDENCE

Dear [Recipient Name],

This firm represents [Client Name] in connection with [Matter Name/Case Number]. We are writing to formally notify you of a legal obligation to preserve all documents and electronic data related to the personnel file and employment records of [Employee Name] (DOB: [Date of Birth] / SSN: [Last 4 Digits]).

Please take immediate steps to ensure that the following records are not deleted, destroyed, or modified:

- Complete personnel file, including hiring documents and resumes.
- Performance evaluations, disciplinary records, and commendations.
- Payroll records, time sheets, and compensation history.
- Employment contracts and non-disclosure agreements.
- Benefits information and insurance enrollment forms.
- Termination or resignation records, including exit interview notes.
- Internal communications (emails, memos, instant messages) regarding this individual.

This preservation obligation extends to both paper files and electronically stored information (ESI). Please suspend any automated deletion or recycling policies that may affect these records.

We anticipate serving a formal subpoena for these records shortly. In the meantime, please acknowledge receipt of this letter and confirm that a litigation hold has been placed on the requested materials.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Law Firm Name]