

DATE: [Date]

TO: Information Technology Department / Slack Administrator

FROM: [Legal Department / Name]

SUBJECT: URGENT: Legal Hold and Preservation of Slack Data

1. PURPOSE

This notice serves as a formal request to preserve all electronically stored information (ESI) within the organization's Slack environment related to the following matter: [Insert Case Name/Reference Number].

2. DATA SUSPENSION REQUIREMENTS

Effective immediately, you are directed to suspend all automated or manual data deletion policies, including "Message Retention & Deletion" settings, for the accounts listed below. Do not allow the permanent deletion of messages, files, or metadata.

3. IDENTIFIED USERS (CUSTODIANS)

The preservation requirements apply to the following Slack users/members:

- [Name / Email / User ID]
- [Name / Email / User ID]

4. SCOPE OF PRESERVATION

Preservation must include, but is not limited to:

- Public channel messages and threads.
- Private channel messages and threads.
- Direct Messages (DMs) and Group Direct Messages.
- Deleted or edited message history (where accessible via Corporate Export/Discovery API).
- Files, snippets, and documents shared within the platform.
- Apps and integration logs relevant to the identified users.

5. DURATION

This legal hold remains in effect until you receive written notification that the matter is resolved or the hold is lifted. Periodic audits may be conducted to ensure compliance.

6. ACKNOWLEDGMENT

Please reply to this email to confirm that the necessary retention overrides have been applied to the specified Slack workspace(s).

Sincerely,

[Your Name]
[Your Title]
[Company Name]