

TO: IT Department / Legal Operations / Document Custodians

FROM: [Firm Management/Legal Counsel]

DATE: [Insert Date]

SUBJECT: URGENT: Preservation of Slack Communications for [Departing Attorney Name]

Dear IT/Legal Operations Team,

This letter serves as a formal instruction to preserve all electronic communications and data associated with [Departing Attorney Name], who is departing the firm effective [Departure Date].

You are hereby directed to take the following actions regarding the individual's Slack account and related data:

- **Suspend Account Deletion:** Do not deactivate or delete the user account in a manner that results in data loss.
- **Preserve Direct Messages (DMs):** Ensure all one-on-one and multi-party direct messages involving the departing attorney are archived.
- **Preserve Channel History:** Retain all posts, replies, and edits made by the attorney in both public and private channels.
- **File Preservation:** Secure all files, documents, and snippets uploaded by the attorney to the Slack workspace.
- **Metadata:** Maintain all associated metadata, including timestamps and reactions.

Please disable the attorney's access to Slack effective [Time] on [Date], but ensure the backend data remains searchable and exportable for future conflicts checks, client file transfers, or legal discovery.

Confirm via email once these preservation measures have been implemented.

Regards,

[Your Name/Title]

[Firm Name]