

Date: [Date]

TO: [Name of Recipient/Legal Counsel]

FROM: [Your Name/Law Firm]

RE: LEGAL HOLD NOTICE: Preservation of Slack Data and Electronic Communications

1. PURPOSE

This letter serves as a formal demand for the preservation of all relevant electronically stored information (ESI) regarding [Case Name/Matter Description]. This notice specifically targets data contained within the Slack technologies platform used by [Company Name].

2. SCOPE OF PRESERVATION

You are required to suspend any routine data deletion, "auto-delete" policies, or document retention schedules affecting the following Slack data from [Start Date] to the present:

- **Public Channels:** All messages, snippets, and files shared in public channels.
- **Private Channels:** All messages and files shared within private or restricted groups.
- **Direct Messages (DMs):** All one-on-one and multi-person private direct messages.
- **Metadata:** Including timestamps, user IDs, channel memberships, and edit/deletion history.
- **Deleted Content:** Any data currently held in "Trash" or "Retention" folders that has not yet been permanently purged.
- **Linked Files:** Any documents integrated or shared via Slack from external drives (e.g., Google Drive, Dropbox, Box).

3. REQUIRED ACTIONS

To prevent the spoliation of evidence, you must immediately:

- Identify all "Custodians" (employees or contractors) relevant to this matter.
- Disable "Auto-Delete" or "Message Retention" settings for the workspace.
- Utilize the Slack "Legal Hold" feature (available in Enterprise Grid) to preserve member communications.
- Notify IT administrators to cease any scheduled archiving or workspace deactivation.

4. SPOILIATION WARNING

Failure to comply with this preservation request may result in severe legal sanctions, including but not limited to, evidentiary fines, adverse inference instructions, or default judgment. Do not alter, delete, or "prune" any Slack workspaces, channels, or accounts until this matter is resolved or this hold is formally lifted.

5. ACKNOWLEDGMENT

Please acknowledge receipt of this letter within [Number] business days and confirm that the necessary preservation steps have been implemented.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]