

# Workplace Communication Policy and Preservation Letter

**To:** All Employees

**From:** [Management/Legal Department]

**Date:** [Insert Date]

**Subject:** Policy on Workplace Communication and Legal Preservation Notice

## 1. Purpose

This document outlines the standards for professional communication within [Company Name] and establishes requirements for the preservation of records to ensure legal and regulatory compliance.

## 2. Communication Guidelines

- All workplace communication must remain professional, respectful, and focused on business objectives.
- Authorized communication channels include company email, [Insert Messaging App Name], and official internal project management tools.
- The use of personal email accounts or private messaging apps for company business is strictly prohibited.
- Employees should have no expectation of privacy when using company-owned devices or networks.

## 3. Preservation of Records (Legal Hold)

In the event of pending or anticipated litigation, audits, or investigations, the company may issue a "Legal Hold." When a Legal Hold is in effect:

- Employees must not delete, destroy, or alter any related documents, emails, or digital files.
- Automatic deletion settings on relevant accounts must be disabled.
- This preservation obligation supersedes any standard document retention or recycling policies.

## 4. Non-Compliance

Failure to adhere to this policy or the intentional destruction of evidence during a preservation period may lead to disciplinary action, up to and including termination of employment, and potential legal penalties.

## **5. Acknowledgment**

By signing below, you acknowledge that you have read, understood, and agree to comply with this Workplace Communication Policy and Preservation Letter.

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Employee Signature

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Date