

DATE: [Insert Date]

TO: [Insert Employee Name/Department]

FROM: [Insert Compliance Officer/Legal Department Name]

SUBJECT: URGENT: NOTICE OF DOCUMENT PRESERVATION AND LEGAL HOLD

Dear [Insert Name],

This letter serves as a formal notice that [Company Name] is currently undergoing a [Compliance Audit / Regulatory Review]. In connection with this audit, you are required to preserve and retain all documents and communications related to [Insert Specific Project, Department, or Time Period].

Scope of Preservation:

You must not delete, destroy, alter, or discard any information related to the following categories:

- Emails and calendar entries (internal and external).
- Instant messages and chat logs (e.g., Slack, Microsoft Teams, WhatsApp).
- Drafts and final versions of reports, spreadsheets, and presentations.
- Voicemails and recorded meetings.
- Physical files, handwritten notes, and logs.

Action Required:

1. Immediately suspend all automated deletion or "auto-archive" settings for the communications listed above.
2. Secure all physical and digital files in your possession.
3. Identify any mobile devices or personal accounts used for business purposes that may contain relevant data.

Duration of Hold:

This preservation hold is effective immediately and shall remain in place until you receive written notice from the [Compliance/Legal Department] explicitly lifting this requirement. Failure to comply with this notice may result in disciplinary action or legal consequences.

Please acknowledge receipt of this letter by replying to this email or signing below and returning it to [Department Name] by [Insert Date].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Employee Acknowledgment:

I acknowledge that I have received this Preservation Letter and understand my obligations to retain all relevant records.

Signature: _____ Date: _____