

DATE: [Date]

TO: [Name of IT Department / Slack Administrator / Custodian]

FROM: [Name of Legal Counsel / Legal Department]

RE: NOTICE OF DISCONTINUATION OF LEGAL HOLD - [Case Name/Matter Number]

1. CONCLUSION OF LITIGATION

Please be advised that the legal matter referenced above has reached a formal conclusion. Consequently, the legal obligation to preserve records and data related to this matter is now lifted.

2. RELEASE OF SLACK DATA PRESERVATION

You are hereby authorized to release the preservation hold on all Slack communications, including but not limited to:

- Public and private channels
- Direct messages (DMs)
- Multi-party direct messages
- Files, snippets, and integrations associated with the following custodians: [List Custodian Names].

3. RESUMPTION OF RETENTION POLICIES

Effective immediately, you may resume standard corporate data retention and deletion schedules for the Slack workspace(s) previously affected by this hold. This includes the automated purging of messages and data that exceed the company's standard retention period.

4. EXCEPTIONS

Note: If any of the individuals or channels listed above are subject to a separate, active legal hold for a different matter, those records must remain preserved. Please cross-reference this release with your current list of active Litigation Holds before taking action.

5. ACKNOWLEDGMENT

Please confirm via email once the hold has been successfully removed from the Slack administrative console.

Authorized by:

[Name]

[Title]

[Company/Law Firm]