

MEMORANDUM

TO: All Employees / IT Department / Records Management

FROM: [Name/Legal Department]

DATE: [Insert Date]

SUBJECT: NOTICE OF LEGAL HOLD: SUSPENSION OF ROUTINE DOCUMENT DELETION

Effective immediately, [Company Name] is initiating a legal hold regarding [Brief Description of Matter/Project].

1. Action Required:

You must immediately stop the deletion, disposal, or destruction of any documents, data, or electronic records related to [Subject Matter]. This includes, but is not limited to:

- Emails and calendar entries
- Word documents and spreadsheets
- Text messages and instant messaging logs
- Physical paper files and handwritten notes
- Drafts and older versions of documents

2. Suspension of Auto-Delete:

The routine "auto-delete" or "purging" functions of your email and storage systems for records related to this matter must be disabled. Do not empty your computer's "Trash" or "Recycle Bin" if it contains relevant files.

3. Scope of Records:

This hold applies to records stored on company servers, local hard drives, mobile devices, cloud storage, and home computers used for business purposes.

4. Duration:

This suspension of routine deletion will remain in effect until you receive written notice from the Legal Department stating that the hold has been released.

Failure to comply with this notice may result in legal penalties for the company and disciplinary action.

Please acknowledge receipt of this notice by replying to this email or signing below.

[Signature / Title]