DATE: [Date]

TO: [IT Department / Forensic Imaging Vendor]

FROM: [Legal Department / Management]

SUBJECT: Formal Requirement for Forensic Imaging and Preservation of Hardware

1. EMPLOYEE INFORMATION
Name: [Employee Name]
Employee ID: [ID Number]
Department: [Department Name]
Termination/Departure Date: [Date]

2. HARDWARE IDENTIFICATION
Device Type: [e.g., Laptop, Desktop, Mobile Phone]
Make/Model: [e.g., MacBook Pro / Dell Latitude]
Serial Number: [Insert Serial Number]
Asset Tag: [Insert Asset Tag Number]

3. PRESERVATION INSTRUCTIONS
Effective immediately, you are directed to perform a bit-by-bit forensic image of the hard drive(s) associated with the hardware listed above. Please adhere to the following protocols:

- **Chain of Custody:** Maintain a strict written chain of custody log from the moment the device is received until imaging is complete and the device is secured.
- **Write-Blocking:** Use hardware write-blocking devices during the imaging process to ensure no metadata or file content is altered.
- **Verification:** Provide MD5 or SHA-256 hash values to verify the integrity and authenticity of the forensic image.
- **Full Image:** Capture the entire physical drive, including unallocated space, slack space, and hidden partitions.

4. STORAGE AND RETENTION
The resulting forensic image must be stored on encrypted, secure media. Do not repurpose, wipe, or re-issue the original hardware until receiving formal written authorization from the Legal Department.

5. CERTIFICATION
Upon completion, please provide a summary report confirming the imaging date, the tools used, and the verification hashes.

Authorized by:

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[Name and Title]