

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Name of Contact Person/Legal Counsel]
[Name of Former Employer]
[Address]
[City, State, Zip Code]

RE: NOTICE OF ANTICIPATED SUBPOENA AND FORMAL REQUEST FOR PRESERVATION OF RECORDS

Dear [Name of Contact Person],

I am writing to formally notify [Name of Former Employer] that I am currently involved in legal proceedings titled [Case Name], Case No. [Case Number], pending in the [Court Name]. In connection with this matter, it is anticipated that a third-party subpoena will be issued to your organization for records pertaining to my employment.

This letter serves as a formal request that [Name of Former Employer] take immediate steps to preserve all evidence, documents, and electronically stored information (ESI) that may be relevant to this litigation. This preservation request includes, but is not limited to, the following items from the period of [Start Date] to [End Date]:

- My complete personnel file, including performance evaluations, disciplinary records, and promotion/demotion history.
- All payroll records, W-2s, 1099s, and records of benefits or commissions.
- Internal and external communications (including emails, text messages, and instant messages) referring to my employment, performance, or termination.
- Timekeeping and attendance records.
- Employment contracts, non-compete agreements, or confidentiality agreements.
- Any investigative reports or interview notes regarding any internal complaints filed by or against me.

Please ensure that all automated deletion, overwriting, or document destruction policies are suspended as they relate to the categories of information listed above. This obligation to preserve extends to data stored on servers, hard drives, cloud storage, and backup tapes.

Failure to preserve this evidence may result in legal sanctions. Please acknowledge receipt of this letter and confirm that the requested materials are being preserved.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]