

**Date:** [Insert Date]

**To:** [Former Employee Name]

**Address:** [Former Employee Address]

**Subject: Formal Notice of Web Source Code Preservation and Return Requirement**

Dear [Former Employee Name],

This letter serves as a formal notification regarding your obligation to preserve and return all web source code, scripts, databases, and related digital assets developed or accessed during your employment with [Company Name].

In accordance with your employment agreement and company policy, you are hereby directed to:

- **Cease Access:** Immediately stop accessing any company servers, cloud storage accounts (e.g., GitHub, Bitbucket, AWS), or development environments.
- **Preserve Data:** Maintain the integrity of any company source code currently in your possession. Do not delete, modify, or overwrite any files or version control histories.
- **Return Assets:** Provide a complete copy of all source code and project documentation to [Department/Manager Name] via [Insert Method, e.g., Secure Transfer/Encrypted Drive] by [Insert Date].
- **Permanent Deletion:** Once receipt has been confirmed by the company, you must permanently delete all local copies and backups from your personal devices and private accounts.

Please be reminded that all source code created during your tenure is the exclusive intellectual property of [Company Name]. Unauthorized retention or distribution of this proprietary information may result in legal action.

Please sign and return the enclosed acknowledgment form to confirm you have received this notice and intend to comply with these requirements.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acknowledgment of Receipt:**

I, [Former Employee Name], acknowledge receipt of this preservation letter and agree to comply with the instructions stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_