

PRIVILEGED AND CONFIDENTIAL

ATTORNEY-CLIENT COMMUNICATION

TO: [Employee Name/Department]

FROM: [Legal Department/General Counsel]

DATE: [Current Date]

SUBJECT: LEGAL HOLD NOTICE: Preservation of Voicemail and Audio Recordings

1. PURPOSE

The company is currently involved in a legal matter regarding [Brief Description of Matter]. You have been identified as a person who may possess information relevant to this matter. Accordingly, you are required to preserve all relevant records, specifically including voicemail and audio data, as described below.

2. SCOPE OF PRESERVATION

Effective immediately, you must not delete, destroy, or alter any audio-based records related to [Matter Name/Project Name/Specific Parties] from [Start Date] to the present. This includes, but is not limited to:

- Standard voicemail messages (office extensions and company-issued mobile phones).
- Voice-to-text transcriptions or email notifications of voicemails.
- Recorded conference calls (e.g., Zoom, Microsoft Teams, WebEx recordings).
- Voice memos or audio dictation files.
- Recordings of customer service interactions or radio communications.

3. REQUIRED ACTIONS

- **Disable Auto-Delete:** If your voicemail system is set to automatically purge messages after a certain number of days, you must disable this feature or move the relevant messages to a permanent storage folder.
- **Stop Routine Disposal:** Suspend any routine deletion of audio files or the "cleaning out" of your inbox/voicemail box.
- **Hardware Preservation:** Do not discard or wipe any hardware (e.g., mobile phones, tablets, handheld recorders) that contains relevant audio data.

4. DURATION

This hold remains in effect until you receive a formal written release from the Legal Department. Failure to comply with this notice may result in legal sanctions against the company and disciplinary action against you.

5. ACKNOWLEDGMENT

Please reply to this email or sign below to acknowledge that you have read, understood, and will comply with the terms of this Litigation Hold.

[Recipient Signature/Date]

For questions regarding this notice, please contact [Legal Contact Name] at [Phone/Email].