

DATE: [Insert Date]

TO: All Employees / IT Department Staff

FROM: [Insert Name/Department, e.g., IT Operations or Legal Counsel]

SUBJECT: URGENT: Suspension of Voicemail Auto-Delete Policy

Dear Team,

Effective immediately, the automated deletion policy for all company voicemail accounts has been suspended until further notice. This directive applies to all desktop phones, mobile devices, and unified communication platforms (e.g., Teams, Zoom, VoIP) managed by the organization.

Reason for Suspension:

This action is being taken to comply with [Insert Reason, e.g., legal hold requirements, an ongoing audit, or system migration].

Action Required:

- **No Manual Deletion:** Users are instructed not to manually delete any business-related voicemails from their inbox or trash folders.
- **Storage Management:** If your mailbox reaches capacity, please contact the IT Help Desk at [Insert Extension/Email] rather than deleting messages.
- **IT Administrators:** Technical staff must immediately disable any automated server-side scripts or lifecycle policies that purge recordings older than [Insert Days, e.g., 30 or 90 days].

Scope:

This suspension remains in effect for all departments and personnel until a formal rescission notice is issued by the [IT/Legal] Department.

Failure to comply with this directive may result in [Insert Consequence, e.g., disciplinary action or loss of critical data].

If you have any technical questions regarding your voicemail settings, please contact [Insert Contact Information].

Regards,

[Your Name]

[Your Title]

[Company Name]