

PRIVILEGED AND CONFIDENTIAL

Date: [Date]

[Witness Name]

[Witness Address]

[City, State, Zip Code]

Re: Notice of Non-Engagement Regarding [Name of Investigation/Matter]

Dear [Witness Name],

This letter follows our meeting on [Date] regarding the internal investigation being conducted by [Company Name] (the "Company") concerning [Brief description of matter].

We are writing to confirm that [Law Firm Name] has been retained to represent only the Company in this matter. We do not represent you personally. As we discussed, an attorney-client relationship does not exist between you and this firm.

Because we represent the Company, the following conditions apply:

- **Attorney-Client Privilege:** The interview we conducted is protected by the Company's attorney-client privilege. This means the Company, and not you, owns the privilege and has the sole right to decide whether to keep the information confidential or disclose it to third parties, including government agencies.
- **Confidentiality:** You are instructed to keep the contents of our discussion confidential to protect the integrity of the investigation.
- **Conflict of Interest:** Because we do not represent you, we cannot provide you with legal advice. If you feel you need legal advice regarding your rights or obligations in this matter, you should consult with your own independent legal counsel.

Please sign and return the enclosed copy of this letter to acknowledge that you have read and understood these terms.

Sincerely,

[Attorney Name]

[Law Firm Name]

ACKNOWLEDGMENT

I have read this letter and understand that [Law Firm Name] represents only the Company and does not represent me personally in this matter.

Signature: _____

Date: _____