To: [Forensic Investigator Name/Company]

From: [Your Name/Company Officer]

Date: [Current Date]

Subject: Formal Letter of Instruction: Digital Forensic Investigation of Potential Data Theft

1. Purpose of Instruction

This letter formally instructs you to conduct a digital forensic examination regarding the suspected unauthorized removal of proprietary data by a former employee.

2. Subject Information

Employee Name: [Name]
Position: [Job Title]
Termination/Resignation Date: [Date]

3. Assets to be Examined

- Laptop/Workstation: [Serial Number/Asset Tag]
- Company Mobile Device: [Phone Number/IMEI]
- Cloud Storage Accounts: [Email/Account ID]
- External Media: [USB Drives/Hard Drives seized]

4. Scope of Work

The investigation should focus on, but is not limited to:

- Evidence of external device connections (USB, external HDDs).
- Analysis of cloud upload activity (Dropbox, Google Drive, Personal Email).
- Identification of deleted files or wiped system logs.
- Access history of folders containing trade secrets or client lists.
- Internet browser history related to competitors or file-sharing sites.

5. Chain of Custody and Methodology

You are required to maintain a strict chain of custody for all physical and digital evidence. All examinations must be performed on forensic images to preserve the integrity of the original media. Methodology must meet standards for potential use in legal proceedings.

6. Reporting Requirements

Please provide a detailed written report including:

- A timeline of suspicious activities.
- A list of files confirmed to have been exfiltrated.
- A summary of forensic findings and expert conclusions.

7. Confidentiality

All information discovered during this investigation is strictly confidential and remains the property of [Company Name].

Signed,

[Your Signature]

[Your Printed Name and Title]