

CONFIDENTIAL / LEGAL HOLD NOTICE

TO: [Name of Custodian/Department]

FROM: [Name of Sender/Counsel]

DATE: [Date]

RE: Preservation of Records Relevant to Employment Dispute: [Former Employee Name]

1. PURPOSE

This notice is a formal Legal Hold. A potential legal claim has been identified involving a dispute with [Former Employee Name] regarding their employment and termination on [Date]. You are required to identify and preserve all documents and data related to this matter.

2. DURATION OF HOLD

This preservation obligation is effective immediately and continues until you are notified in writing by the Legal Department that the hold has been lifted.

3. SCOPE OF PRESERVATION

You must preserve all information, whether in paper or electronic form, relating to the following topics:

- Personnel files and performance evaluations of [Former Employee Name].
- Disciplinary actions, warnings, or termination notices.
- Internal communications (emails, instant messages, Slack, etc.) discussing the employee's performance or termination.
- Payroll records, benefits information, and time-tracking data.
- Evidence of any complaints made by or against the employee.
- Company policies and employee handbooks in effect during the period of [Date] to [Date].

4. ACTIONS REQUIRED

- **Do Not Delete:** Suspend all routine deletion, overwriting, or automated "recycling" of electronic data relevant to this matter.
- **Secure Physical Files:** Ensure all relevant paper files are stored in a secure location.
- **Electronic Storage:** Preserve data on hard drives, servers, cloud storage, and mobile devices.

5. CONFIDENTIALITY

This matter is confidential. You should not discuss this Legal Hold or the underlying dispute with anyone other than authorized legal counsel or management.

6. ACKNOWLEDGMENT

Please reply to this email or sign below to acknowledge that you have received, read, and understand your obligations under this Legal Hold.

Recipient Signature

Date