

CONFIDENTIAL / LEGAL MATTER

TO: [Employee Name/Department]

FROM: [Legal Counsel/Management Name]

DATE: [Current Date]

SUBJECT: LEGAL HOLD NOTICE: Preservation of Documents and Records

1. PURPOSE

The Company is currently conducting an internal investigation regarding suspected financial irregularities, including potential embezzlement and fraud. Because of potential or pending litigation, the Company has a legal obligation to preserve all documents and data that may be relevant to this matter.

2. SCOPE OF PRESERVATION

Effective immediately, you are directed to preserve and retain all documents, records, and data in your possession, custody, or control that relate to:

- Financial transactions, ledgers, and accounting entries.
- Expense reports, invoices, and reimbursement requests.
- Banking records, wire transfers, and check authorizations.
- Communications (emails, instant messages, texts) regarding [Specific Project/Entity/Vendor].
- Any other records related to [Identify Specific Suspected Activity].

3. ELECTRONIC DATA AND HARD COPY RECORDS

This hold applies to both electronic and paper records. You must not delete, destroy, alter, or discard any relevant information, regardless of where it is stored (e.g., local hard drives, cloud storage, personal devices, or physical filing cabinets).

4. SUSPENSION OF DELETION POLICIES

You must immediately suspend any automated deletion or "routine cleanup" policies that might affect records covered by this notice.

5. CONFIDENTIALITY

This investigation is strictly confidential. You are instructed not to discuss this Legal Hold or the underlying investigation with any other employees, vendors, or third parties unless authorized by the Legal Department.

6. ACKNOWLEDGMENT

Please sign and return the acknowledgment below to [Name/Email] by [Date] to confirm you have received and understand these instructions.

Recipient Signature

Date