

Notification of Pending Lawsuit

Date: [Insert Date]

To: [Employee Name]

From: [Company Name]

Subject: Notification Regarding Pending Lawsuit

Dear [Employee Name],

We are writing to inform you that a lawsuit has been filed against [Company Name] pertaining to [brief description of the lawsuit]. As an employee of the company, you may be involved or affected by this matter.

We want to assure you that we are taking this situation seriously and are committed to keeping you informed throughout the process. Please be aware that there are legal restrictions regarding the sharing of information about this case and we appreciate your understanding and cooperation.

If you have any questions or need further clarification, please do not hesitate to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]