

Subpoena Compliance Instructions for Employee Testimony

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Your Position]

Company: [Company Name]

Subject: Subpoena Compliance Instructions

Dear [Employee Name],

You are hereby instructed to comply with the subpoena issued for your testimony in the case of [Case Name/Number]. Below are the key instructions you must follow:

1. **Date and Time:** You are required to appear on [Insert Date] at [Insert Time].
2. **Location:** The testimony will be held at [Insert Location].
3. **Preparation:** Please review any relevant documents and materials related to your work on this case.
4. **Legal Representation:** You have the right to have legal representation present during your testimony.
5. **Contact Information:** For any questions or concerns, please contact [Insert Contact Person's Name and Phone Number].

Failure to comply with this subpoena may result in legal consequences. It is essential that you take this matter seriously.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]