

# Litigation Hold Instructions

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Your Title]

Subject: Litigation Hold - Document Preservation

Dear [Employee Name],

This letter serves as a formal notice to implement a litigation hold for all relevant records and documents pertaining to [brief description of the case or matter]. This action is necessary in connection with ongoing litigation and is intended to ensure the preservation of all materials that may be applicable to this matter.

You are required to take the following steps:

- Identify and preserve all documents, emails, and communications related to [specific topics or dates].
- Do not delete or modify any records, whether physical or electronic.
- Secure all relevant information on your work devices and within any personal devices that may contain related data.
- Report any issues related to the preservation of documents or if you are uncertain about any materials that should be retained.

The obligation to preserve documents extends to all forms of media, including but not limited to:

- Email correspondence
- Text messages and other chat communications
- Word documents, spreadsheets, and presentations
- Social media posts and other online communications

Please acknowledge receipt of this letter and confirm your understanding of these instructions by replying to this message by [insert deadline]. Your adherence to this litigation hold is crucial.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]