

Litigation Hold Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Litigation Hold Notice

Dear [Employee's Name],

This notice serves to inform you of a litigation hold that is now in effect. As a result, you are required to preserve all documents, communications, and other materials that may relate to the matter below.

Case Reference: [Insert Case Reference]

Description of Matter: [Insert Brief Description of Matter]

Please ensure that you do not delete, alter, or otherwise dispose of any relevant materials. This obligation extends to all forms of communication including emails, text messages, and any other digital communications.

If you have any questions about what is required of you under this hold, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]