

Litigation Hold Policy Summary

Date: [Insert Date]

To: [Insert Staff Name/Department]

From: [Insert Your Name/Department]

Subject: Litigation Hold Notification

Dear Team,

This letter serves as a summary of our Litigation Hold Policy, which is essential to comply with legal obligations and preserve relevant information during litigation matters.

Key Points of the Litigation Hold Policy:

- All employees must preserve all documents, electronic files, communications, and data that may be related to the potential litigation.
- This hold applies to all forms of information, regardless of the medium (emails, physical documents, electronic files, etc.).
- Employees should refrain from deleting, altering, or modifying any relevant materials.
- Specific guidance on how to preserve information will be provided separately.
- Non-compliance with this directive may result in disciplinary action.

If you have any questions regarding the Litigation Hold Policy, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]