

# Litigation Hold Notice

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Your Department]

Subject: Litigation Hold Notice

Dear [Employee Name],

This letter serves as a formal notice of a litigation hold in connection with [brief description of the case or matter]. As an employee of [Company Name], you are required to preserve all relevant documents and information related to this matter.

Effective immediately, you must:

- Preserve all electronic and paper documents, communications, and data that may pertain to the subject of this litigation.
- Cease any automatic deletion or destruction of documents, including emails and files.
- Maintain records in their original form and format.

Please do not discuss this matter with anyone outside of your direct supervisors or the designated legal team. Failure to comply with this litigation hold may result in disciplinary action.

Should you have any questions regarding this notice or your obligations, please contact [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]