

Search Warrant Notice to Employees

CONFIDENTIAL

To: All Employees

From: [Legal Counsel]

Date: [Date]

As you may know, government agents have executed a search warrant on the company's premises, and apparently are conducting an ongoing investigation that involves the company. The company intends to cooperate in that investigation. However, since these are complicated matters involving important legal issues, we are distributing this notice to provide you with specific guidance regarding this situation.

1. Preserve documents—It is important that no one remove, hide, alter, or destroy any relevant documents, papers, computer files, etc., while this investigation is pending. If you are unsure whether something is relevant, preserve it. We do not want any innocent or routine destruction of documents to be misinterpreted. We are distributing a separate notice with specific instructions regarding document preservation. If you have any questions, please contact [legal counsel] at [email or phone number].
2. Requests for additional information or documents—If you receive any requests from government agents, news media, or other third parties for additional information or documents, you should refer the requestor and report the request immediately to [legal counsel], who will handle such matters.
3. Maintain confidentiality—We are working with legal counsel to understand and handle this situation. However, at this moment, we ask that you please not discuss today's events with anyone, including your fellow employees, given that it is an ongoing investigation. However, if you have any questions or concerns, you can always reach out to [legal counsel].
4. Remote / offsite employees—If you are working remotely today or are otherwise not in the office, please plan not to come into the office until further notice.
5. Requests for interviews—Government agents may attempt to contact you at your office or home and request to interview you. You are free to talk to them, but you are not required to submit to an interview. You have the right to confer with an attorney first and to insist on scheduling any interview at a time and place that is convenient. An attorney can meet with you in advance and advise you. Also, by being present at any interview, an attorney can try to avoid any confusion you may have regarding the government agents' questions. The company will arrange for an attorney to talk to you if that becomes necessary and you so desire. If you speak to the government, you must always tell the truth. If you are contacted by government agents, please let [legal counsel] know.

We know these matters are a distraction and regret any concern this may cause. We appreciate your patience and cooperation.