

**SAMPLE NOTICE TO EMPLOYEES**

**CONFIDENTIAL**

TO: All Employees

FROM: [Legal Counsel]

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.

First, it is important that no one remove or destroy any documents, papers, computer files, etc., while this investigation is pending. 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 [phone number].

Second, any requests by government agents for additional documents should be reported immediately to [legal counsel] at the above phone number and will be handled with counsel. Similarly, any requests for information or documents by news media should also be reported immediately to [legal counsel], who will handle such matters.

Finally, be aware that 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 do have the right to say you want 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, and by taking notes the attorney can minimize any misquoting of what you say. The company will arrange for an attorney to talk to you if that becomes necessary and you so desire. 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.