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Dear Employees:

The United States Department of Justice, in conjunction with the Federal Bureau of Investigation, is currently conducting an investigation into the Company's

\_\_\_\_\_.

The Company intends to cooperate fully with the government in this investigation by providing information requested by the government. Yesterday, the Company received a subpoena for documents from a Federal grand jury investigating this matter. The subpoena calls for, among other things, documents relating to \_\_\_\_\_, travel and expense records of Company executives, correspondence and memoranda relating to contacts with competitors and internal electronic mail dealing with these and related topics. Accordingly, it is essential that all documents, including electronic files, bearing on this matter be preserved, whether or not called for by the subpoena. Nothing that is conceivably relevant to this investigation should be destroyed, altered or removed. Our normal document retention program should be suspended until further notice.

The Company is represented in this investigation by its Office of the General Counsel in \_\_\_\_\_ and by \_\_\_\_\_ of the law firm of Arnold & Porter in Washington, D.C. In the course of this investigation, you may be contacted by lawyers from the General Counsel's office or from the Arnold & Porter firm to provide information and documentation to support the Company's efforts. Your cooperation in this regard is solicited.

Government investigators may also wish to question you in connection with this investigation. As part of the Company's efforts to cooperate in any government inquiry, the Company has offered to facilitate government interviews of the Company's employees. The Company will immediately notify any employee whom the government wishes to interview upon being so advised by the government. At that time, the Company will give any such employee an opportunity to retain legal representation if he or she so desires.

Despite this offer of cooperation, however, it is possible that government agents may still try to contact employees directly, rather than going through the Company. Although it is up to each individual employee to determine how best to proceed, the

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Company requests that any employee contacted by the government immediately notify Company counsel. Any questions you may have concerning your rights and responsibilities during the course of the government's investigation may also be addressed to counsel.

To ensure that the rights of employees are fully protected, in accordance with the Company's By-Laws and applicable laws, the Company is prepared to provide outside legal counsel to employees whom the government seeks to interview. Any request for counsel should be directed to company counsel.

The anticipated role of counsel for individuals is to advise the employee as to the nature of the investigation, the purpose of the government interview and the employee's rights and obligations in connection with the investigation.

While the Company recommends that employees consult with counsel before granting any interview request made by the government, the decisions whether or not to consent to be interviewed or to retain counsel are entirely up to the employee. The Company views employee's retention of counsel to be a matter of prudence and not an admission of any wrongdoing. Employees should not hesitate to retain counsel before granting interview requests by the government, if employees feel that it is prudent for them to be represented during any such interview. In any event, it is essential that all employees who consent to be interviewed by government agents be truthful and accurate.

Finally, in light of the investigation and related litigation, please refrain from discussing these matters with anyone other than counsel and, of course, if you consent to be interviewed, with authorized government investigators.