

[Your Name/Firm Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Professional Transition and Case Transfer

Dear [Client Name],

I am writing to formally notify you that effective [Date], I will be [leaving the firm / retiring / transitioning roles]. It has been a pleasure working with you on [Case Name/Matter Number].

To ensure your interests remain protected, your active case is being transitioned to [Successor Name]. [Successor Name] is well-versed in the details of your file and is prepared to continue providing you with high-quality service. You can expect a seamless transition with no interruption to your legal representation.

Next Steps:

- Your physical and electronic files will be transferred to [Successor Name] on [Date].
- A formal hand-over meeting between myself and the new lead has been scheduled for [Date] to review all pending deadlines.
- If you prefer to move your file to a different firm entirely, please notify us in writing by [Deadline Date].

Should you have any immediate questions regarding this transition, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your trust and for the opportunity to serve your needs.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]