

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Reassignment and Waiver of Potential Conflict of Interest

Dear [Client Name],

This letter is to formally notify you that [Name of Departing Professional] will be leaving [Company Name] effective [Departure Date]. To ensure the continuity of your services, your account and active matters will be reassigned to [Name of New Professional].

In connection with this transition, we wish to disclose a potential conflict of interest. [Describe nature of conflict, e.g., The new professional or the firm also represents Party X in an unrelated matter].

We have reviewed this reassignment and believe that [Company Name] can continue to represent your interests competently and diligently. To prevent any misuse of confidential information, we have implemented the following safeguards: [List safeguards, e.g., ethical walls, restricted file access].

By signing this letter, you acknowledge the following:

- You have been informed of the reassignment of your matter.
- You have been informed of the potential conflict of interest described above.
- You waive any conflict of interest arising solely from this reassignment.
- You consent to [Company Name] continuing to represent you under the handling of [Name of New Professional].

If you prefer to seek alternative representation or have questions regarding this transition, please contact us immediately.

Sincerely,

[Your Name/Firm Representative]

[Title]

[Company Name]

Acknowledgment and Consent

I, [Client Name], hereby acknowledge receipt of this notice and provide my informed consent to the reassignment and the waiver of the potential conflict of interest as described above.

Signature: _____

Date: _____