

[Law Firm Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Conflict of Interest Waiver - Concurrent Representation

Dear [Client Name],

This letter is to request your informed consent regarding a potential conflict of interest. As you know, [Law Firm Name] currently represents you in the matter of [Description of Current Unrelated Matter].

We have been asked to represent [Adverse Party Name] in an employment dispute involving [Brief Description of Dispute]. Our records indicate that you are the opposing party in this new employment matter.

Under the Rules of Professional Conduct, a lawyer generally cannot represent one client in a matter that is directly adverse to another current client, even if the matters are completely unrelated, unless both clients provide informed written consent.

We have evaluated this situation and believe we can represent both parties competently and diligently because:

- The matters are entirely unrelated in fact and law.
- Different attorneys within our firm will handle each matter.
- Ethical walls and screening measures will be implemented to ensure no confidential information is shared between the legal teams.

However, you should be aware that our representation of [Adverse Party Name] may limit our ability to be as aggressive toward them as we might otherwise be, or it may affect your perception of our loyalty.

By signing below, you acknowledge that you have been informed of the nature of the conflict and the risks involved. You hereby waive the conflict and consent to [Law Firm Name] representing [Adverse Party Name] in the employment dispute while continuing to represent you in your unrelated matter.

You are encouraged to consult with independent counsel before signing this waiver.

Sincerely,

[Attorney Name]
[Law Firm Name]

CONSENT AND WAIVER

I have read the above letter and understand the potential conflict of interest. I voluntarily consent to the representation as described above and waive any conflict of interest arising from it.

Signature: _____

Date: _____