

**[Law Firm Name]**  
[Street Address]  
[City, State, Zip Code]

**[Date]**

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

**Re: Notice and Request for Waiver of Conflict of Interest**

Dear [Former Client Name],

As you are aware, [Law Firm Name] previously represented you in connection with [Description of Former Matter, e.g., your 2021 employment contract negotiations]. Our representation of you in that matter concluded on [Date].

We have been asked to represent [New Client Name] in an employment law proceeding against [Name of Adverse Party, e.g., your current/former employer]. Because our prior work for you involved [briefly describe the overlapping subject matter], this new matter may be considered "substantially related" to our prior representation of you under applicable rules of professional conduct.

Under these rules, we cannot represent [New Client Name] without your informed, written consent. We have evaluated the situation and determined that we can represent [New Client Name] competently and diligently without compromising any confidential information we obtained during our representation of you. To ensure your interests are protected, we have implemented an internal "ethical screen" to prevent any attorneys or staff who worked on your file from accessing the files related to this new matter.

The potential risks of waiving this conflict include the possibility that we may have knowledge of your general strategies or preferences that could theoretically be relevant to the new proceeding. However, we remain bound by our ongoing duty of confidentiality to you and will not disclose or use any of your confidential information.

You have the right to consult with independent legal counsel before signing this waiver. By signing below, you acknowledge that you have been informed of the nature of the conflict and voluntarily waive the conflict of interest to allow [Law Firm Name] to represent [New Client Name].

Sincerely,

[Attorney Name]  
[Law Firm Name]

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### **Acknowledgement and Waiver**

I, [Former Client Name], have read the foregoing letter and understand the potential conflict of interest. I hereby provide my informed consent and waive any conflict of interest regarding [Law Firm Name]'s representation of [New Client Name].

Signature: \_\_\_\_\_

Date: \_\_\_\_\_