

[Date]

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

Re: Conflict of Interest Waiver Regarding Lateral Hire of [Attorney Name]

Dear [Client Name],

We are writing to inform you that [Attorney Name] has recently joined [Law Firm Name] as an associate/partner. Previously, [Attorney Name] was employed at the law firm of [Former Law Firm Name].

During their tenure at [Former Law Firm Name], [Attorney Name] personally represented [Adverse Party Name] in a matter substantially related to our current representation of you in [Current Matter Name/Case Number]. Under applicable Rules of Professional Conduct, this creates a potential conflict of interest.

To address this, [Law Firm Name] has implemented a formal ethical screen to ensure that:

- [Attorney Name] is completely isolated from any participation in your matter.
- [Attorney Name] has no access to any files, electronic or physical, related to your matter.
- No member of the firm will discuss your matter with [Attorney Name].
- No part of the fees paid by you in this matter will be apportioned to [Attorney Name].

We believe that these screening measures fully protect your interests and the confidentiality of your information. We request your informed consent to continue our representation of you despite this lateral hire.

By signing below, you acknowledge that you have been advised of the nature of the conflict and the screening procedures in place, and you waive any conflict of interest arising from [Attorney Name] joining our firm.

Sincerely,

[Your Name]
[Your Title]
[Law Firm Name]

ACKNOWLEDGMENT AND CONSENT:

I, [Client Name], have read the above disclosure and hereby consent to the continued representation by [Law Firm Name] under the terms described.

Signature: _____

Date: _____