

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Re: Notice of Transition and Transfer of Biotechnology IP Portfolio

Dear [Client Name],

I am writing to formally inform you that I will be leaving [Current Law Firm Name] on [Last Date] to join [New Law Firm Name] as a Partner in their Biotechnology and Life Sciences Intellectual Property Group. My new position will be effective on [Start Date].

It has been a privilege to manage your biotechnology patent portfolio and provide strategic counsel on your intellectual property matters. My primary goal during this transition is to ensure that your pending patent applications, freedom-to-operate analyses, and ongoing IP strategies remain uninterrupted.

You have the right to choose who will handle your legal matters moving forward. You have three primary options:

- **Stay with [Current Law Firm Name]:** Your files will remain at the firm and be reassigned to other qualified biotechnology practitioners within the group.
- **Move with me to [New Law Firm Name]:** I will continue to personally oversee your IP portfolio and strategy at my new firm.
- **Transfer to a different firm:** You may choose to move your files to any other legal counsel of your choice.

To facilitate your decision, please find the enclosed "Authorization for Transfer of Client File" form. Please sign and return this form to indicate your preference. This will allow for the secure transfer of your physical and electronic files, including sequence listings, laboratory notebooks, and correspondence with the USPTO and foreign patent offices.

If you choose to move your matters to [New Law Firm Name], my new contact information will be:

[Partner Name]

[New Law Firm Name]

[New Office Address]

[Email Address]

[Phone Number]

I value our relationship and look forward to the possibility of continuing our work together in this next chapter. Please do not hesitate to contact me if you have any questions regarding this transition.

Sincerely,

[Partner Signature]

[Partner Name]