

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Partner Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

Re: Commencement of Associate Position - [Your Name]

Dear [Partner Name],

I am writing to formally confirm that my clerkship with the Honorable [Judge's Name] at the United States Bankruptcy Court for the [District Name] will conclude on [Date]. I am very excited to rejoin the team at [Law Firm Name] as a Bankruptcy Associate on [Start Date].

My time at the Court has provided me with invaluable insight into the judicial decision-making process, particularly regarding [mention specific areas, e.g., Chapter 11 reorganizations, adversary proceedings, or valuation disputes]. I look forward to applying this experience to the firm's restructuring and insolvency matters.

I have completed all required ethics exit interviews and am mindful of my continuing obligations under the Code of Conduct for Judicial Employees. Please let me know if there are specific conflict-of-interest forms or onboarding documents I should complete prior to my arrival.

I am eager to contribute to the success of the practice group. Thank you for your continued support during my clerkship.

Sincerely,

[Your Signature]

[Your Printed Name]