

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Notice of Disengagement - [Case Reference/Matter Name]**

Dear [Client Name],

We are writing to formally confirm that [Law Firm/Company Name] has completed its legal services regarding your employment dispute against [Employer Name]. As the matter has reached a final resolution via [Settlement/Tribunal Award/Dismissal], our professional relationship for this specific case is now concluded.

**Status of Matter:**

The final steps taken were [Briefly mention final action, e.g., filing the settlement agreement]. We have confirmed that all terms of the resolution have been satisfied, and no further action is required from our office at this time.

**Files and Documentation:**

We will retain our file on this matter for a period of [Number] years in accordance with our record retention policy. After this time, the file will be destroyed. If you would like any original documents returned to you, please notify us by [Date].

**Final Billing:**

Enclosed is our final invoice for services rendered. [Mention if trust funds are being returned or if a final payment is due]. Once this is settled, your account with us will be closed.

**Future Representation:**

Please note that our representation is limited to the specific matter mentioned above. We do not have an ongoing obligation to monitor changes in employment law or deadlines that may affect you in the future unless you formally retain us for a new matter.

It has been a pleasure assisting you. We wish you the best in your future endeavors.

Sincerely,

[Your Name/Signature]

[Your Title]

[Law Firm/Company Name]