[Date]

[Name of Lead Attorney]
[Law Firm Name]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Termination of Legal Services

Dear [Attorney Name],

Please be advised that [Company Name] has decided to terminate its professional relationship with [Law Firm Name], effective [Date/Immediately].

This termination applies to all active matters, specifically including: [List specific case names or matter numbers].

We request that you take the following steps regarding this transition:

- Cease all work on behalf of [Company Name] as of the effective date.
- Provide a final itemized invoice for services rendered up to the date of termination.
- Prepare a complete transfer of our client files, including all correspondence, pleadings, and work product, to [Name of New Counsel or Company Representative].
- Ensure all original documents and property belonging to [Company Name] are returned by [Date].

Please provide a brief confirmation of receipt of this notice and an estimated timeline for the transfer of files.

Thank you for your past services to the company.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]