

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Disengagement and Termination of Legal Representation

Dear [Client Name],

I am writing to inform you that [Law Firm Name] must withdraw from representing you in connection with [Description of Matter/Case Name], effective [Date].

This decision is necessary because our firm is hiring a lateral attorney who previously represented an adverse party in this matter. Under the Rules of Professional Conduct, this creates a conflict of interest that precludes our continued representation of you in this specific case.

Please be advised of the following regarding the transition of your file:

- **Pending Deadlines:** [List any immediate court dates or filing deadlines, or state "There are no immediate deadlines pending within the next 30 days"].
- **File Transfer:** We are prepared to transfer your complete client file to you or to your new legal counsel. Please provide us with written authorization and delivery instructions.
- **Final Billing:** You will receive a final statement for services rendered through the date of this letter. Any unused portion of your retainer will be refunded to you.

We recommend that you secure new legal counsel immediately to ensure your interests are protected and all deadlines are met. We will cooperate fully with your new attorney to ensure a smooth transition of the matter.

Thank you for the opportunity to have served you. If you have any questions regarding this transition, please contact me directly.

Sincerely,

[Attorney Name]

[Law Firm Name]