

[Date]

[Name of Contact Person]
[Affiliate Company Name]
[Address Line 1]
[Address Line 2]

RE: Notice of Disengagement due to Conflict of Interest

Dear [Name of Contact Person],

This letter serves as formal notification that [Your Company Name] must disengage from its current professional relationship and all associated projects with [Affiliate Company Name], effective [Date].

Following a recent internal compliance review, we have identified a corporate affiliate conflict of interest. This conflict arises from [Briefly mention reason, e.g., a new contractual obligation / an acquisition / a direct competitive interest] which precludes us from maintaining our current engagement while adhering to our professional ethics and regulatory standards.

To ensure an orderly transition, we will perform the following actions before the effective date:

- Complete all outstanding deliverables scheduled for delivery before [Date].
- Return or destroy all proprietary data and confidential information in accordance with our non-disclosure agreement.
- Provide a final invoice for services rendered up to the date of termination.

We value the relationship we have shared and regret that this conflict necessitates our withdrawal. We are committed to facilitating a smooth handover of any ongoing matters to a successor of your choosing.

Please acknowledge receipt of this letter and contact [Name of Representative] at [Phone/Email] should you have any questions regarding the transition process.

Sincerely,

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