

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Notice of Retirement and Termination of Legal Representation
Matter: [Case Name or File Number]

Dear [Client Name],

I am writing to formally notify you that I will be retiring from the practice of law, effective [Date of Retirement]. Consequently, I must conclude my legal representation of you regarding [Description of Matter] as of that date.

To ensure your interests are protected, please note the following regarding your file:

- **Pending Deadlines:** [List any upcoming court dates, statutes of limitation, or filing deadlines, or state "There are no immediate deadlines pending"].
- **File Transfer:** You have the right to choose new counsel. If you provide written authorization, I will transfer your file to the attorney of your choice. Alternatively, you may pick up your original file at my office.
- **Successor Counsel:** [Optional: Provide name of attorney taking over the practice or recommendation]. I recommend you retain new counsel by [Date] to avoid any lapse in representation.
- **Final Accounting:** A final statement of services and any refund of unearned retainers will be provided to you by [Date].

Please complete and return the enclosed "File Disposition Form" by [Date] to indicate how you would like your records handled.

It has been a privilege to represent you. Thank you for the trust you have placed in me over the years.

Sincerely,

[Signature]
[Attorney Name]