

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Retirement and Transition of Legal Matters

Dear [Client Name],

I am writing to inform you that I will be retiring from the practice of law at [Law Firm Name], effective [Date]. It has been a privilege to represent you and handle your legal affairs over the years.

To ensure the continued and seamless management of your files, I am pleased to introduce my partner, [Successor Attorney Name], who will be taking over your representation. [Successor Attorney Name] is highly experienced in [Practice Area] and is already familiarizing themselves with your ongoing matters.

Our firm will ensure that all your files, documents, and deadlines are transitioned internally without any interruption in service. You do not need to take any action at this time. However, if you have any questions or would like to schedule a brief meeting to meet [Successor Attorney Name], please let us know.

While I am looking forward to this next chapter, I will miss the relationships I have built with my clients. I am confident that you will be in excellent hands with [Successor Attorney Name] and the rest of our team.

Thank you for the trust you have placed in me. I wish you the very best in the future.

Sincerely,

[Retiring Attorney Signature]

[Retiring Attorney Printed Name]

[Law Firm Name]

Acknowledged by:

[Successor Attorney Name]