

[Date]

[Name of Recipient/Officer]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Notice of Retirement and Termination of Legal Representation

Dear [Name of Recipient],

Please accept this letter as formal notification that I will be retiring from the practice of law, effective [Last Date of Employment]. Consequently, my professional relationship and legal representation of [Company Name] will conclude on that date.

It has been a privilege to serve as Corporate Counsel for [Company Name] for the past [Number] years. I am committed to ensuring a smooth transition of all ongoing legal matters before my departure.

Regarding current files and pending matters:

- **Active Files:** I have prepared a summary of all active litigation, contracts, and compliance matters currently under my supervision.
- **Succession:** I will coordinate with [Name of Successor or Interim Counsel] to transfer all physical and electronic files.
- **Deadlines:** A calendar of upcoming statutory deadlines and court appearances has been attached to this letter to ensure no lapses in coverage.

Please let me know if there are specific files you wish to have delivered directly to the company headquarters or to outside counsel. Any original documents remaining in my possession will be returned to the company by [Date].

After [Last Date of Employment], I can be reached at [Personal Email/Phone Number] for any administrative questions regarding the location of historical records.

Thank you for the opportunity to have served as your counsel. I wish [Company Name] continued success.

Sincerely,

[Your Signature]

[Your Printed Name]

Corporate Counsel