

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

[Date]

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

RE: Notice of Retirement and Termination of Representation
Matter: [Case Name/Court Docket Number]

Dear [Client Name],

I am writing to formally notify you that I will be retiring from the practice of law effective [Date]. Consequently, I must withdraw as your legal counsel in the above-referenced matter.

Please be advised that your case is currently in active litigation. There are several upcoming deadlines and scheduled events of which you should be aware:

- [Deadline/Event 1]: [Date]
- [Deadline/Event 2]: [Date]
- [Trial/Hearing Date]: [Date]

To ensure your interests are protected, it is imperative that you retain new legal counsel as soon as possible. You may choose to [Transfer your file to Name of Successor Attorney at this firm / Hire an outside attorney of your choice].

Once you have selected new counsel, please provide me with a written authorization to transfer your client file. If I do not hear from you by [Date], I will [State firm policy regarding file storage/return].

I will file the necessary Motion to Withdraw with the court to formally end my appearance as your attorney. I will work to ensure a smooth transition of your file to your new representative.

Thank you for allowing me to represent you. It has been a pleasure working with you, and I wish you the best in the resolution of this matter.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]