

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Termination of Professional Services

Dear [Client Name],

Please be advised that [Your Name/Company Name] will no longer be able to represent you or provide further services regarding [Description of Project/Matter], effective [Date/Immediately].

This decision has been made due to the emergence of irreconcilable ethical conflicts that prevent us from maintaining our professional obligations. Under our professional code of conduct, these conflicts necessitate a formal withdrawal from the engagement.

Regarding the transition of your file:

- All work on this matter will cease on [Date].
- Your original documents are [enclosed/available for pickup/being sent via secure transfer].
- We recommend that you retain new counsel or professional representation immediately to ensure your interests are protected and to meet any upcoming deadlines, specifically [List any known deadlines if applicable].

We will cooperate with your new representative to ensure an orderly transfer of necessary files upon receipt of a signed authorization from you.

A final invoice for services rendered through the date of termination [is enclosed/will be sent separately].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Firm Name]