

[Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

Re: Notice of Disengagement - [Case Name/Matter Number]

Dear [Client Name],

This letter serves to formally notify you that [Law Firm Name] has concluded its legal representation of you regarding [Case Name/Matter Number].

As you are aware, the litigation of this matter has reached its final conclusion. All available appeals have been exhausted, and the final judgment issued on [Date] by [Court Name] is now absolute. Because there are no further legal avenues or proceedings available to pursue in this matter, our professional relationship regarding this specific case is now complete.

Final status of the matter: [Briefly state final outcome, e.g., The judgment against you was upheld / The dismissal of the claim was affirmed].

Regarding your file, we will retain our records for [Number] years in accordance with our document retention policy. If you would like to pick up your original documents or have them forwarded to you, please notify us in writing by [Date]. After that time, the file may be destroyed.

Please note that [Law Firm Name] will take no further action on your behalf. Any future deadlines, filing requirements, or statutory periods are now your sole responsibility. We recommend that you consult with another attorney or a tax professional regarding any potential financial or tax implications resulting from this final judgment.

We thank you for the opportunity to have represented you. We wish you the best in your future endeavors.

Sincerely,

[Attorney Name]  
[Law Firm Name]