

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Departure and Transfer of Legal Representation

Dear [Client Name],

I am writing to inform you that I will be leaving [Law Firm Name] effective [Departure Date]. It has been a pleasure representing you on [Case Name/Matter Number].

To ensure your legal interests are protected, you must decide who will handle your file moving forward. You have the following three options:

1. **Stay with the Firm:** You may choose to have your case remain with [Law Firm Name]. If you choose this option, [New Attorney Name] will take over your matter.

2. **Follow me to my New Firm:** You may choose to have your file transferred to my new firm, [New Firm Name].

3. **Retain New Counsel:** You may choose to hire an entirely different attorney or law firm of your choice.

Please indicate your decision by signing and returning the enclosed "Authorization for Transfer of Client File" form by [Date]. If we do not hear from you by that date, your file will remain with [Law Firm Name] to ensure no deadlines are missed.

Once your choice is made, we will facilitate the transfer of your original file and any unearned retainers to the appropriate party. My contact information after [Departure Date] will be:

[New Firm Name]

[New Address]

[New Phone Number]

[New Email Address]

Thank you for the opportunity to have served as your counsel.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

Client Election and Authorization

I have read the above notice and instruct [Law Firm Name] to transfer my file as follows:

Keep my file at [Law Firm Name].

Transfer my file to [Attorney Name] at [New Firm Name].

Transfer my file to the following outside counsel: _____

Signature: _____ Date: _____