

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Termination of Legal Representation

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in [Case Name/Matter Number], effective immediately.

This decision is a result of your recent conduct toward our staff. On [Date], it was reported that you engaged in [briefly describe behavior, e.g., verbal abuse, threats, or harassment] directed at [Staff Member Name/Department]. Our firm maintains a zero-tolerance policy regarding the hostility or mistreatment of our employees. This behavior has caused an irreconcilable breakdown in the attorney-client relationship, making it impossible for us to continue providing effective representation.

Regarding your file:

- We have enclosed your original documents and the current case file.
- Final billing for services rendered through this date will be sent separately.
- Any unused portion of your retainer will be refunded within [Number] days.

Please be aware that your matter has upcoming deadlines, specifically [List Deadlines/Court Dates]. You must retain new counsel immediately to ensure your legal rights are protected. We will cooperate with your new attorney to facilitate a smooth transfer of your files once you provide a signed authorization.

A copy of this notice will be filed with the [Court Name, if applicable] to formally request our withdrawal as counsel of record.

Sincerely,

[Attorney Name]

[Law Firm Name]