

[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 the matter of [Case Name/Matter Number], effective immediately.

This decision has been made due to your recent conduct toward our staff. On [Date of Incident], it was reported that you engaged in [briefly describe behavior, e.g., verbal abuse, threats, or harassment]. Our firm maintains a zero-tolerance policy regarding the abuse of our employees. Such behavior has resulted in an irreparable breakdown of the attorney-client relationship, making further representation impossible.

Regarding your file:

- Current status: [Briefly state next deadline or current stage].
- Your original documents are [enclosed/available for pickup].
- We will cooperate with your new counsel to facilitate the transfer of your file once a formal request is received.

Please be aware that there may be upcoming legal deadlines that could affect your rights. We strongly urge you to retain new legal counsel immediately to ensure your interests are protected.

We will be filing a motion to withdraw with the court shortly (if applicable).

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]