

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Notice of Termination of Legal Representation - [Case Name/Matter Number]**

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you, effective immediately. This decision follows recent reports regarding your interactions with our legal assistants and support staff.

As previously discussed, our firm maintains a strict policy requiring professional and respectful conduct toward all members of our team. Unfortunately, your recent behavior-specifically [briefly mention conduct, e.g., the use of profanity/aggressive tone] on [Date]-is a violation of this policy and has made it impossible to maintain an effective attorney-client relationship.

**Status of Your Matter:**

Currently, your case is at the following stage: [Briefly describe current status]. The next upcoming deadline is [Date] for [Describe deadline].

**Your Files:**

We have enclosed your original documents and a copy of your file with this letter. Alternatively, you may arrange to pick them up at our office by [Date]. We will retain a copy of the file in accordance with our document retention policy.

**Transition of Counsel:**

We strongly recommend that you secure new legal counsel immediately to ensure your interests are protected and all deadlines are met. Upon receipt of a signed authorization, we will cooperate with your new attorney to transfer any necessary information.

**Final Billing:**

A final invoice for services rendered through this date is enclosed. Please remit payment by [Date]. [Mention if any refund of unearned retainer is being processed].

We will file the necessary motions with the court to formally withdraw as your counsel of record. We wish you the best in the resolution of this matter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]