

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Immediate Termination of Legal Representation

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in all matters, effective immediately. This decision is final.

As previously discussed, our firm maintains a zero-tolerance policy regarding abusive, threatening, or unprofessional behavior toward our attorneys and staff. On [Date], your conduct involving [Brief Description of Incident, e.g., verbal abuse/threats/harassment] toward [Employee Name/Staff] violated this policy and has made it unreasonably difficult for this firm to carry out effective representation.

Status of Your Case:

Your matter is currently [Status, e.g., pending in the Court of X / scheduled for a hearing on Date]. There are upcoming deadlines regarding [Specific Deadlines]. We strongly urge you to retain new legal counsel immediately to ensure your interests are protected and no deadlines are missed.

File Transfer:

Your client file is available for pickup at our office, or we can forward it to your new attorney upon receipt of a signed authorization form. We will retain a copy of the file for our records in accordance with professional regulations.

Withdrawal from Record:

We will file the necessary motions with the court to withdraw as your counsel of record. You may receive copies of these filings via mail.

From this point forward, all communication between you and this office must be in writing. Please do not visit our office in person.

Sincerely,

[Attorney Name]

[Law Firm Name]