

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

[Client Name]
[Address]
[City, State, Zip Code]

RE: 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 has been made due to your recent conduct toward our staff members, which we have determined to be harassing and unprofessional.

Our firm maintains a policy of providing a safe and respectful working environment for all employees. We have previously documented instances where your interactions with our staff included [briefly mention nature of conduct, e.g., verbal abuse, threats, or inappropriate language]. Such behavior has made it impossible for us to maintain an effective attorney-client relationship.

Regarding your legal matter:

- **Status:** [Briefly describe current status of the case].
- **Deadlines:** Please be aware of the following upcoming deadlines: [List dates]. Failure to meet these deadlines may result in the loss of legal rights.
- **File Transfer:** Your original client file is available for pickup at our office, or we can forward it to your new counsel upon receipt of a signed authorization.
- **Unearned Fees:** Any unearned portion of your retainer will be refunded to you via check by [Date].

We strongly recommend that you secure new legal counsel immediately to ensure your interests are protected and all deadlines are met. We will cooperate with your new attorney to facilitate a smooth transition of your file.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]
[Law Firm Name]