

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: NOTICE OF WITHDRAWAL FROM REPRESENTATION

Dear [Client Name],

Please be advised that [Firm Name] is withdrawing from its representation of you in [Matter Name/Case Number], effective as of [Date].

This decision has been made due to recent incidents involving the mistreatment of our administrative staff. Our firm maintains a strict policy requiring a professional and respectful environment for all employees. Repeated instances of [mention specific behavior, e.g., verbal abuse, harassment, or unprofessional conduct] toward our administrators have made it impossible for us to continue our professional relationship.

Regarding your file and upcoming deadlines:

- [Mention immediate deadline 1]
- [Mention immediate deadline 2]

We recommend that you secure new legal counsel immediately to ensure your interests are protected. We will cooperate with your new representative to transfer your files upon receipt of a signed authorization. You may collect your original documents from our office by [Date/Time].

We will file the necessary motions with the court to formally withdraw as counsel of record. Please direct all future correspondence to the firm's primary contact until new counsel is designated.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]