

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Termination of Legal Representation

Dear [Client Name],

Please be advised that [Law Firm Name] is terminating its legal representation of you in regarding [Matter Name/Case Number], effective immediately.

This decision has been made due to recent interactions involving our support staff. On [Date(s)], it was reported that your conduct toward our personnel was [hostile/abusive/unprofessional]. Our firm maintains a strict policy to ensure a safe and respectful working environment for all employees. We do not tolerate behavior that is demeaning or threatening toward our staff members.

As a result of these actions, the attorney-client relationship has suffered an irreparable breakdown, making it impossible for us to continue our representation effectively.

Status of Your Matter:

Currently, your case is at the following stage: [Briefly describe upcoming deadlines or status]. Please be aware of the following immediate deadlines: [List Dates].

Transition of Files:

We recommend that you retain new legal counsel immediately. We will cooperate with your new attorney to ensure a smooth transition of your file. Please provide us with written authorization to transfer your records. If you choose to pick up your file personally, please contact us to arrange a time.

Final Accounting:

Enclosed is a final statement for services rendered through this date. [Mention any refund of unearned retainers if applicable].

We will file the necessary motions with the court to withdraw as counsel of record. Until a new attorney files a notice of appearance, you are responsible for all deadlines and court appearances.

Sincerely,

[Attorney Name]

[Law Firm Name]