

[Date]

[Recipient Name]

[Recipient Title/Organization]

[Address]

[City, State, Zip Code]

RE: Notice of Disengagement due to Intellectual Property Department Restructuring

Dear [Recipient Name],

We are writing to formally notify you that [Company Name] is currently undergoing a strategic restructuring of its Intellectual Property (IP) Department. As a result of these organizational changes, we find it necessary to adjust our external legal requirements and partnerships.

Please accept this letter as formal notice that our professional engagement regarding [Specific Case/Project/Portfolio Name] will conclude effective [Effective Date].

To ensure a smooth transition of our IP assets, we request the following:

- A final status report on all pending trademark, patent, or copyright filings currently under your supervision.
- The transfer of all physical and electronic files, including original certificates and docketing records, to [Internal Contact Person or New Counsel Name] by [Date].
- A final itemized invoice for services rendered up to the effective date.

We would like to thank you for your professional services and the expertise you have provided to our IP portfolio over the past [Duration].

If you have any questions regarding this transition, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]