

SPECIMEN LETTER TO CLIENTS
FROM DEPARTING LAWYER
ON TERMINATION OF EMPLOYMENT

Dear Client:

Re: [matter]

On *[month, day, year]*, I *[am leaving / have left]* *[name of former firm]* to *[join the law firm [name] / to commence practice as a sole practitioner]*. As I am presently the responsible lawyer on the above matter, I am required to inform you that you may retain me (in my new capacity) to continue to represent you in this matter, or you may choose to have *[name of former law firm]* continue to represent you. You may also choose to retain new counsel.

If you wish to retain me to continue in this matter, arrangements to secure your account with *[name of former firm]* will have to be made before the file can be released to me. If you have funds held in trust on this matter, similar arrangements will need to be made to transfer the funds.

Please advise *[name of former firm]* or me in writing of your decision so that continuity in your representation is assured. I have enclosed a sample Authorization for Transfer of Client File, as well as a sample Request for File for your convenience in making your needs known.

Yours very truly,

[name of lawyer]

LETTER TO CLIENTS FROM LAW FIRM ON TERMINATION OF THE
LAWYER'S EMPLOYMENT

Dear Client:

Re: *[matter]*

On *[month, day, year]*, *[departing lawyer]* *[is leaving / has left]* our firm to *[join the law firm of {name}] or {to commence practice as a sole practitioner}*.

As *[departing lawyer]* was the responsible lawyer on the above matter, we are required to inform you that you may choose to have *[departing lawyer]* continue (in *[his / her]* new capacity) to represent you in this matter, or you may have our firm continue to represent you, in which case the file will be handled by *[new lawyer.]* You also have the right to see new counsel not affiliated with either.

If you wish to have *[departing lawyer]* continue to represent you, or other counsel, arrangements to secure your outstanding account with us will have to be made before the file can be released to *[departing lawyer / new counsel.]*

Please advise us or *[departing lawyer]* in writing of your decision so that continuity in your representation is assured.

Yours very truly,

[name of law firm]