

Notice to Client of Lawyer Leaving for New Firm

[Date]

[Client Address]

Re: [Matter]

Dear [Client]:

On [date], I am leaving [or left] ABC law firm to [join the law firm of XYZ][to commence practice as a sole practitioner]. Because I have been the lawyer primarily responsible for handling your case, this letter is to notify you that you may continue to retain me to represent you in this matter, you may choose to have another attorney of the ABC law firm represent you, or you may select a new attorney unrelated to either myself or the ABC firm.

Please indicate your decision below and return one copy of this letter to the address above so that continuity in your representation is assured.

Yours very truly,

Attorney Name

_____ I wish for Attorney Name to continue to represent me.

_____ I wish for an attorney of ABC Law Firm to represent me.

_____ I wish to receive my file and select a new attorney unrelated to Attorney Name or ABC law firm.

Client Signature

[The best practice is to have this notice sent on firm stationery prior to leaving with the knowledge of the firm. If that is not possible, the attorney who is responsible for the case should still send the notice. Notices should not be sent to firm clients with whom the leaving attorney did not have any contact or case responsibility.]