

## DUTY TO INFORM CLIENT WHEN A LAWYER LEAVES A FIRM

### LETTER FROM LAW FIRM

Dear Client:

Re: [MATTER]

On [DATE], [DEPARTING LAWYER] is leaving [OR LEFT] our firm to join the law firm of XYZ.

As you may be aware, firm of XYZ is representing the opposing party in the above matter. While employed at our firm, [DEPARTING LAWYER] was not involved in this matter, did not work on the file at any time and does not possess any relevant information regarding it.

This is to inform you that firm XYZ has advised us that it has taken steps to avoid any conflict in the circumstances. We understand that firm XYZ will be contacting you in this regard shortly\*.

Please advise us in writing of any concerns with the Firm of XYZ continuing to represent the opposing party so that we may address them without delay.

Sincerely,

Managing Partner/Responsible Lawyer

c. Firm XYZ

\*While not required, such contact by the new firm would be considered a best practice. See Commentary to Rule 2.04(26) of the *Code of Professional Conduct*