Unilateral Letter to Client from a Departing Lawyer

[Sample - modify as required]

Dear [client]:

Effective [date], I became a [partner/shareholder/member] of [name + address of new law firm], having withdrawn from [name of old law firm]. My decision represents an opportunity to broaden my experiences, and should not be construed as adversely reflecting in any way on my former firm. It is simply one of those things that sometimes happens in business and professional life.

I want to be sure that there is no disadvantage to you, as the client, from my move. The decision as to how the matters I have worked on for you are handled, and who handles them in the future, will be completely yours. Whatever you decide will be determinative.

Sincerely,
[name of departing lawyer]

Please, at your earliest opportunity:
(1) Check the appropriate statement reflecting your wishes.
(2) Retain one of the two copies of your directive contained herein for your records.
(3) Return one copy in the herein provided prepaid addressed envelope. To best protect your interest and promote continuity of representation, please respond quickly.

[ ] I wish to continue being represented by [departing lawyer]. Please transfer to [him/her], at the above stated address, all records, files and property in the possession of [name of former firm] as quickly as possible.

[ ] I wish to continue being represented by [name of former firm]. Please have a firm representative contact me to discuss continuity of representation.

[ ] I wish to now be represented by _____
Name and Address of other Lawyer

Irrespective of your choice, you remain responsible for any fees and costs already incurred. Any fees or costs may be deducted from any trust fund balance held by the firm. Should photocopying of documents be required you will be charged (10) (15) (20) (25) cents per copy.

_____ _____ ___/___/____
Printed Name Signature Date

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