

Practice Resource

Model letter to client

Termination of employment

Please note that the following letters are adaptations of those contained in Appendix 4 of the *Professional Conduct Handbook*. These letters are simply alternate versions, and may be customized by lawyers to suit their circumstances.

Model letter to client from departing *lawyer* on termination of employment

Dear [client]:

Re: [matter]

On [month, day, year], I [am leaving/I left] [name of former firm] to [join the law firm [name]/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 or you can choose to retain an entirely new lawyer.

If you wish to retain me or a new lawyer 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 or to the new lawyer.

Please advise [name of former firm] or me in writing of your decision so that continuity in your representation is assured. You may do so by indicating your choice below and returning a signed and dated copy.

Yours truly,

[name of lawyer]

Instructions

- I wish my file to stay with [name of former firm].....
- I wish my file and trust account balance to be transferred to [name of departing lawyer] ...
- I will retain new counsel and have them contact [name of former firm].....

Client signature

Date

Model letter to client from law firm on termination of the lawyer’s employment

Dear **[client]**:

Re: [matter]

On **[month, day, year]**, **[departing lawyer]** **[is leaving/left]** our firm to **[join the law firm [name]/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]**, or you can choose to retain an entirely new lawyer.

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

Please advise us or **[departing lawyer]** in writing of your decision so that continuity in your representation is assured. You may do so by indicating your choice below and returning a signed and dated copy.

Yours truly,

[name of lawyer]

Instructions

- I wish my file to stay with **[name of former firm]**.....
- I wish my file and trust account balance to be transferred to **[name of departing lawyer]** ...
- I will retain new counsel and have them contact **[name of former firm]**.....

Client signature

Date