**[Modify as Appropriate]**

Dear [Client Name],

We hope this letter finds you well. It is with mixed emotions that we write to inform you of an upcoming change within our firm. After much contemplation, [departing attorney’s name], one of the founding partners of [name of firm], has made the decision to retire from private practice [or briefly describe the circumstance] and embark on a new chapter in [her/his/their] career.

[Departing attorney’s name] has been an integral part of our firm since its inception, and [her/his/their] dedication, expertise, and unwavering commitment to our clients have been instrumental in our success. While we are sad to see [her/his/their] go, we are also excited for [her/him/them] as [she/he/they] embarks on this new adventure.

We want to assure you that your legal matters are of the utmost importance to us, and we are committed to ensuring a smooth transition during this period of change. [Remaining attorney’s name], our seasoned attorney, will be assuming responsibility for handling your case moving forward. [Remaining attorney’s name] has extensive experience and expertise in [relevant practice area], and you can trust that your legal needs will continue to be met with the same level of professionalism and dedication.

If you have any questions or concerns regarding this transition or your ongoing legal matters, please do not hesitate to contact [remaining attorney’s name] directly at [phone/email].

We understand that choosing legal representation is a significant decision, and we want to assure you that you have the freedom to seek alternative counsel if you so desire. However, we are confident that [remaining attorney’s name] will provide you with the exceptional service and representation you have come to expect from our firm.

On behalf of everyone at [firm name], we would like to express our heartfelt gratitude for your trust and loyalty over the years. It has been our privilege to serve as your legal counsel, and we look forward to continuing to assist you in any way we can.

We wish [departing lawyer’s name] all the best in [her/his/their] future endeavors, and we know that [she/he/they] will bring the same level of dedication and professionalism to [her/his/their] new role as [she/he/they] did to our firm.

Thank you once again for your continued support.

Warm regards,

[Attorney name]

**IMPORTANT NOTICES**

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