# Leaving Letters

**For Firm Alone or Firm and Departing Lawyers Jointly**

On [date], [Departing Lawyer] is leaving/left this firm to join the firm of [name of new firm]/commence practice at [address and phone no.].

[Departing Lawyer] has been the responsible lawyer on the above matter. You may choose to have

[Departing Lawyer] continue to represent you;

This firm continue to represent you, in which case the file will be handled by [New Lawyer] or,

Some other firm represent you.

If you wish to have [Departing Lawyer] continue to represent you or have your file go to some other firm, please so advise us in writing by signing the enclosed letter of authority and returning it to us. Arrangements respecting your account(s) with us may have to be made.

Please advise us in writing of your decision by [date], so that continuity in your representation may be assured. If no response is received, the file will remain with this office.

Yours truly,

**For Departing Lawyer Alone**

On [date], I am leaving/left [name of old firm] firm to join the firm of [name of new firm]/commence practice at [address and phone no.].

I have been the responsible lawyer on the above matter. You may choose:

To have me continue to represent you;

To have [name of old firm] continue to represent you or;

To have some other firm represent you.

If you wish me to continue to represent you, please so advise me in writing by signing the enclosed letter of authority and returning it to me for forwarding to [name of old firm].

Arrangements respecting your account(s) with [name of old firm] may have to be made.

If you wish to have your file remain with [name of old firm], or go elsewhere, please advise [name of old firm] in writing, with a copy to me.

Please advise me in writing of your decision in writing as soon as possible [or by X date] so that continuity in your representation may be assured. If we hear nothing from you, your file will remain with [name of old firm].

Yours truly,

**Letter of Authority**

[Date]

To: [name of old firm]

This is your authority to deliver to [Departing Lawyer] the file(s) regarding the following matter(s):

[list matters]

This is also your authority to pay to [Departing Lawyer] all monies held by you in trust to my credit relating to such matter(s)\*. 

Client

\*If there are no trust funds to be transferred, delete this paragraph.