

SAMPLE OF LETTER FOR CHANGE OF EMPLOYMENT

Dear State Public Defender's Office:

This letter is to inform you of my recent change of employment, pursuant to I.A.C. 493-12.3(4). As of (*date*), I am no longer employed by the law firm of (*name of firm*).

The enclosed interim fee claims are submitted pursuant to I.A.C. 493-12.3(4) and include all billing completed through the end of my employment with (*name of firm*) on (*date*).

Sincerely,