# The disengagement letter

United States edition

[Firm letterhead]

[Date]

[Client name]
[Client address]

Dear [Client contact],

### OUR ENGAGEMENT HAS ENDED

This letter confirms that [Firm name] no longer represents [Client name] as of [end date]. Our engagement letter dated [date] ends on that date. We will not perform further services unless we both agree to them in writing.

### WORK WE COMPLETED

Before [end date] we completed: [the [year] federal and [state] income tax returns, filed on [date] / bookkeeping through [month and year] / the financial statements for the year ended [date], issued on [date]]. Copies of these have been [provided to you / enclosed].

### WORK WE DID NOT COMPLETE

We did not complete, and will not complete, the following: [list, for example the [year] return, now on extension / payroll filings for the quarter ending [date] / the response to the notice dated [date]]. Responsibility for this work is now yours, or your new adviser's.

### DEADLINES YOU NOW NEED TO MEET

The following dates fall after [end date]: [the extended due date of [date] for the [year] return] / [the estimated tax payment due [date]] / [the payroll filing due [date]] / [the reply to the notice dated [date], due [date]]. We will not track these dates or remind you of them, and we are not responsible for penalties or interest if they are missed. Please give this list to your new adviser.

### YOUR RECORDS

We will return the original records you provided to us [by [date] / enclosed with this letter / through our client portal]. [We will also provide [list any adjusting entries, schedules or other records we prepared that are not in your books].] We will keep copies of what we return, and our own working papers remain our property. We will retain our files for [number] years, in line with our retention policy.

## FEES

Our final invoice for work through [end date], [number], is enclosed, for [amount]. [Invoice [number], dated [date], for [amount], remains unpaid.] Please pay within [number] days.

## TAX AUTHORIZATIONS

[We are withdrawing from the power of attorney (Form 2848) you gave us for [tax matters and periods], and will notify the IRS.] [We will also withdraw any authorization on file with [state agency].] After that, notices will go to you or to the representative you appoint.

## IF A NEW ADVISER CONTACTS US

We will not discuss your affairs or share your tax return information with anyone, including a new adviser, without your written consent. If you would like us to speak with your new adviser, please tell us who they are and sign the consent we will send you.

## PLEASE KEEP THIS LETTER

This letter records the date our work ended and what remains to be done. Please keep it with your tax records. Thank you for the opportunity to work with you.

Sincerely,
[Name], [Firm name]

Enclosures: [final invoice / records list / returned records]

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