[Your company name]
[Your company address]

[Client contact]
[Client name]
[Client address]

[Date]

Our reference: [Reference]

Dear [Client contact],

Ending our engagement

I am writing to confirm that [Your company name] will stop acting for [Client name] with effect from [Date we stop acting] (the "End Date"). This ends our engagement under our engagement letter of [Date of the engagement letter].

[Reason for ending the engagement]

[Note: Giving a reason is optional. Never refer to a suspicion of money laundering or terrorist financing, or to a report you have made or may make: that could be the criminal offence of tipping off. Check the notice your engagement letter requires, and that the End Date allows it.]

Work we will complete

Before the End Date we will complete the following work: [Work we will still complete]

We will not do the following work, which you will need to arrange with another adviser or do yourself: [Work we will not do]

After the End Date we will not act for you, give you advice or deal with HMRC, Companies House or anyone else on your behalf. We will not review or comment on any work done by others after that date.

Deadlines that are now your responsibility

From the End Date, meeting the following deadlines is your responsibility: [Deadlines coming up]

This list covers the deadlines we know of from the work we did for you, and may not be complete. Penalties and interest can apply if a deadline is missed, so please arrange for someone to deal with these as soon as possible.

We will remove our authority to act as your agent with HMRC, and our details from any other body where we are named as your agent or contact, on or shortly after the End Date. If we provide your registered office or service address, you must change it before the End Date, and we will forward any post we receive in the meantime.

[Note: Delete the sentence about the registered office if you do not provide one. If the firm acts as company secretary or holds any other appointment for the client, deal with resigning from it here too.]

Fees

Our fees outstanding come to [Fees outstanding], including VAT. Please pay them within [Payment terms (days)] days of this letter. We will send a final invoice for any work done up to the End Date that has not yet been billed.

Your records

We will return your own books, records and documents to you [How we will return the client's records] within 30 days of the End Date. We will keep our own working papers and correspondence, and the records of the identity checks we carried out, for as long as the law and our professional rules require, and will then destroy them securely.

If a new adviser contacts us for professional clearance or for information they need to take over your affairs, we will respond promptly once you have authorised us to do so.

[Note: A firm may in some cases keep a client's papers until its fees are paid, but this right does not extend to all records, and professional bodies limit its use. Take advice before withholding anything.]

Thank you for the opportunity to act for you. If you have any questions about this letter, please contact [Your name] at [Your email].

Yours sincerely,

For and on behalf of [Your company name]

Signature _____

Name _____

Position _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/disengagement-letter