Disengagement Letter

From time to time we need to make ‘that’ decision as to whether we continue our business relationship with certain clients.

This example disengagement letter is a template and should be modified accordingly.

Dear

**Re: Termination of services provided - registered BAS agent for [you /your business name]**

[I have/My company or Partnership] has been engaged since [insert date] to provide BAS services to [you/your business name]. Further to our recent discussions, this letter confirms cessation of this agreement

As discussed in our meeting on [date], [I/we] believe it is in our mutual interest that we cease our engagement for Business advisory, BAS, and Bookkeeping services. [*Insert details here of the reason for the cessation of services i.e. – ongoing failure to provide information or documents to provide professional services*] effective from \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

* Documents – all original documents held by me/us have been/or will be returned to you. Please advise your preference of courier for delivery and signed receipt.
* ATO BAS Agent Portal – I/we confirm your business name will be removed from my/our BAS agent access via ATO online agent services and that I/we will no longer represent you in dealings with the ATO or any other government department.
* Software – your software subscription has been suspended pending confirmation / transfer to your new subscriber
* Any outstanding amounts owing to us, I/we request you kindly pay your final account within the agreed designated period as set out in our engagement letter dated \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_ I/We enclose a copy of the final invoice for your records

In accordance with [my/our] normal business practice [I/we] will respond to any reasonable request for details to enable your new advisers (or you) to comply with any accounting, tax, or legal matters in the future.

If [you/your business name] is audited by the ATO, Fair Work or the State Revenue Office, [you/your business name] agrees to pay [my/our] fees for the time spend providing information to the relevant authority.

Yours faithfully

Your name