

Dear _____,

I'm writing today with a bit of bad news. Unfortunately, I won't be able to continue working with _____ after Monday, December 16, 2019.

This is never an easy communication to have. But our company has decided to go in a different direction and your company does not meet our business model any longer.

Because of that, I think it would be better for both of us if you took your business to another company. Before we go our separate ways, I will complete your October 2019 bookkeeping.

Thank you in advance for your understanding, _____. Please know that I am wishing you all the best in your future endeavors!

Best,

Thuy Nguyen, CPA
Nguyen Accounting Group Inc