Accountant relieving letter

Editable sample letter: replace the details with your own records before signing

Letter reference: REF/2026/___
Issue date: [Issue date]
Employer: [Company]
Employee: [Employee Name]
Designation: Accountant
Date of joining: [Joining date]
Last working day: [Last working day]
To whom it may concern,
[Employee Name] was released from the accountant role on [Date]. She handed the purchase register, the sales register, and the bank-reconciliation file for April to [Date] to the incoming accountant, in the presence of the proprietor. The cash box was counted the same afternoon and the figure was written in the cash book, not in this letter.
This letter is not an audit opinion, not a confirmation that tax returns were filed, and not a chartered or cost-accountancy credential. Any open return stays with the person your firm has named to file it.
For [Company name]
Authorised signatory: [proprietor]
Stamp: _____