



### Example Quarter End Termination Letter

To: Joe Smith  
ABC Company  
1111 Main St.  
Town, State, Zip

From: Name Here  
Company Name  
Company Address  
Town, State Zip

Re: Termination of Payroll Services for Quarter-End

To Whom It May Concern:

Date Here

This letter's intent is to inform you we wish to terminate our payroll services with your company, effective \_\_\_\_\_.

Please deposit all escrowed taxes to date and file our \_\_\_\_\_ quarter Quarterly Reports. Please **do not file/process** our 2015 year-end payroll tax returns and W-2s.

In the event your company fails to provide timely tax deposits and/or erroneously files our returns or W-2s, your company shall be held liable for any incurred expenses.

Sincerely,